WebCTO

User Manual

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2. Introduction

Overview

Welcome to the WebCTO System managed by Skyplan Services. Skyplan is a world leader in providing a full range of Flight Operations services. The WebCTO System has been developed to provide any aircraft operator with state of the art Flight Tracking, Reporting, and Flight Plan and Weather access.

The WebCTO System represents the latest design technology available in the aviation industry. It has been developed around the most advanced computer programming tools and the most efficient and cost effective hardware systems available in the market.

Just as important, the WebCTO System has been designed, developed and is maintained by a staff with extensive aviation Operations experience. Therefore, it has been designed to operate efficiently in a day-to-day operations environment as a support tool and not as a distraction to the operations staff. It has also been designed to be as user friendly as possible and requires minimal training to use.

This manual is designed to assist in the day-to-day use of the WebCTO System.

Any problems or service requirements should be directed to:

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System Maintenance

At designated times during the day, the response time of the system may be slightly slowed for Weather/NOTAMs database maintenance.

Every 28 days, the Navigational Database (waypoints, airways, etc) is updated to reflect the latest changes. The CTO Flight Planning system may be unavailable for a short period while these changes are applied.

3. Installation

Overview

WebCTO is a web based application which can be accessed from Skyplan's Client Area (http://www.skyplan.com – Client Area).

WebCTO operates on any available Web Browser.

Sign-in to WebCTO

In order to use WebCTO, you must 1st Logon into Skyplan's Client Area using an assigned Userid/Password combination.

The following describes the steps to start and login to WebCTO:

a) Start your Web Browser and access Skyplan's Website (URL: http://www.skyplan.com/)

b) Click the "Client Area" link (left hand side). The Client Login page will appear:

c) Enter your Username and Password.

d) Click the Login button. This will connect you to the Client Area.

Client Area

Once you have signed into Skyplan's Client Area, you will be presented with the following Icons:

The Icons on the Client Area page are as follows:

- WebCTO:
  - Flight Planning
  - Operations Board
- Weather:
  - Alpha Numeric Weather
- Weather Maps:
  - Graphical Weather Charts
- Logout:
  - Exit the Client Area (and return to the Public area)

4. Operations Board

Overview

The Operations Board is designed to allow the airline to group logical flights, aircrafts or regions (or any other logical breakdown desired) to be managed together.

For reasons of consistency between the WebCTO Operations Board and the Skyplan's Flight Planning System, Skyplan presently controls the following:

- The assignment of an *Operations Room* for the Airline.
- The assignment of *Operations Board(s)* to the Airline's *Operations Room*.
- The assignment of *Aircraft(s)* to the Airline's *Operations Board(s)*.

For any inquiries about adding new boards and/or aircrafts, please contact Skyplan Services Limited support staff.

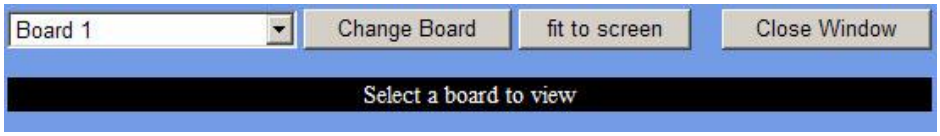
To access the Operations Board feature of WebCTO, you must:

- From the Client Area, click on the "WebCTO" icon.
- Next, click the "Ops Board" tab to open the "Operations Board" application (which will be opened in a new window). Notice that the operations board does not appear until you select a board to view.

Board Layout

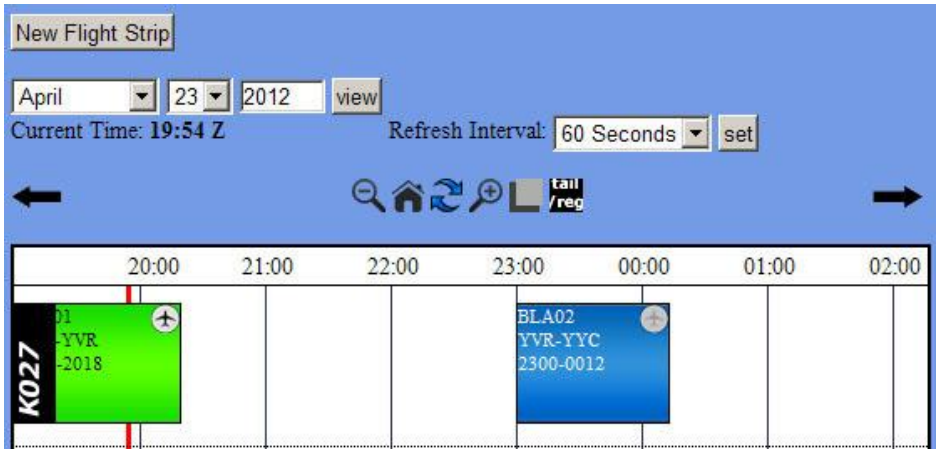
The Operations Board is viewed in a separate window, which fits to the size of your browser.

Select the board from the dropdown menu and then press "Change Board".



If the contents of the board are larger or smaller than your current window size (Or you resize your browser window) press the "fit to screen" button.

After you select the board you will see a graph-like display, listing the available aircraft on the left-hand side, the GMT time on the top bar and a red vertical line depicting the current time. Current flights are seen in the graph area, represented by colored blocks/strips. Board controls are located just above the graph.



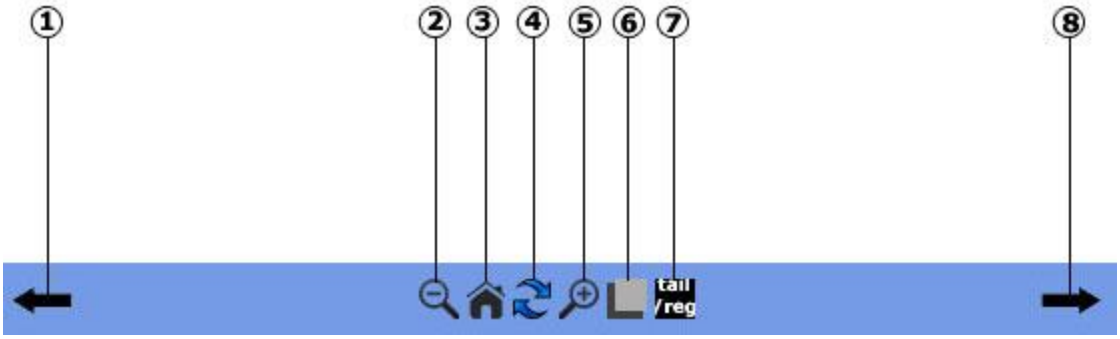
Adjusting the viewing time

Navigating the graph view can be achieved by setting a date using the dropdown menus just below the “New Flight Strip” button and clicking view.

To move around in small increments you can use the two arrow buttons located to the left (to move time back) and right (forward) of the control area.

To move the view back to the current time, press the “Home” icon in the control area to reset the view.

Controls

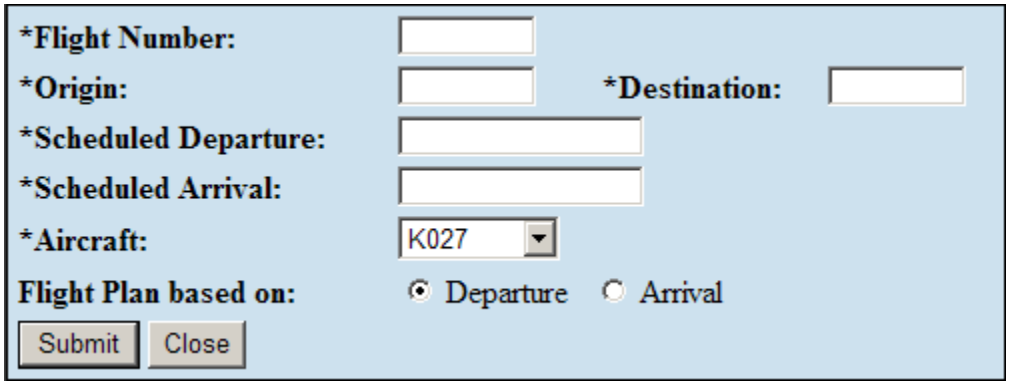


1) Nudge graph view in the past
2) Zoom out
3) Reset the graph view back to current time and default zoom
4) Refresh the operations board
5) Zoom in
6) Toggle strip shadow (Shows the original flight time under the strip)
7) Change aircraft name from registration to tail number and back
8) Nudge graph view in the future

Flight Strips

Creating a new Flight Strip

To plot a new strip on the board, press the “New Flight Strip” button in the main operations board window. This will launch a new window where you are required to provide information of the strip.



The following fields are required:

Flight Number: Enter the flight number for this flight strip

Flight Day: Enter the day the flight is scheduled to run -- default selection is the current day

Origin: Enter the airport code of the origin location

Destination: Enter the airport code of the destination location

Scheduled Departure: Enter the 4-digit time representing the departure time in GMT/Zulu 24-hour format (HHMM) ex: 0510

Scheduled Arrival: Enter the 4-digit time representing the arrival time in GMT/Zulu 24-hour format (HHMM)

Aircraft: Select an available aircraft from the drop-down menu for which this flight strip is destined

Flight Plan based on: Select either Departure or Arrival. This field is used when running a flight plan, indicating to the system to calculate the route using the selection as the preferred target time to reach.

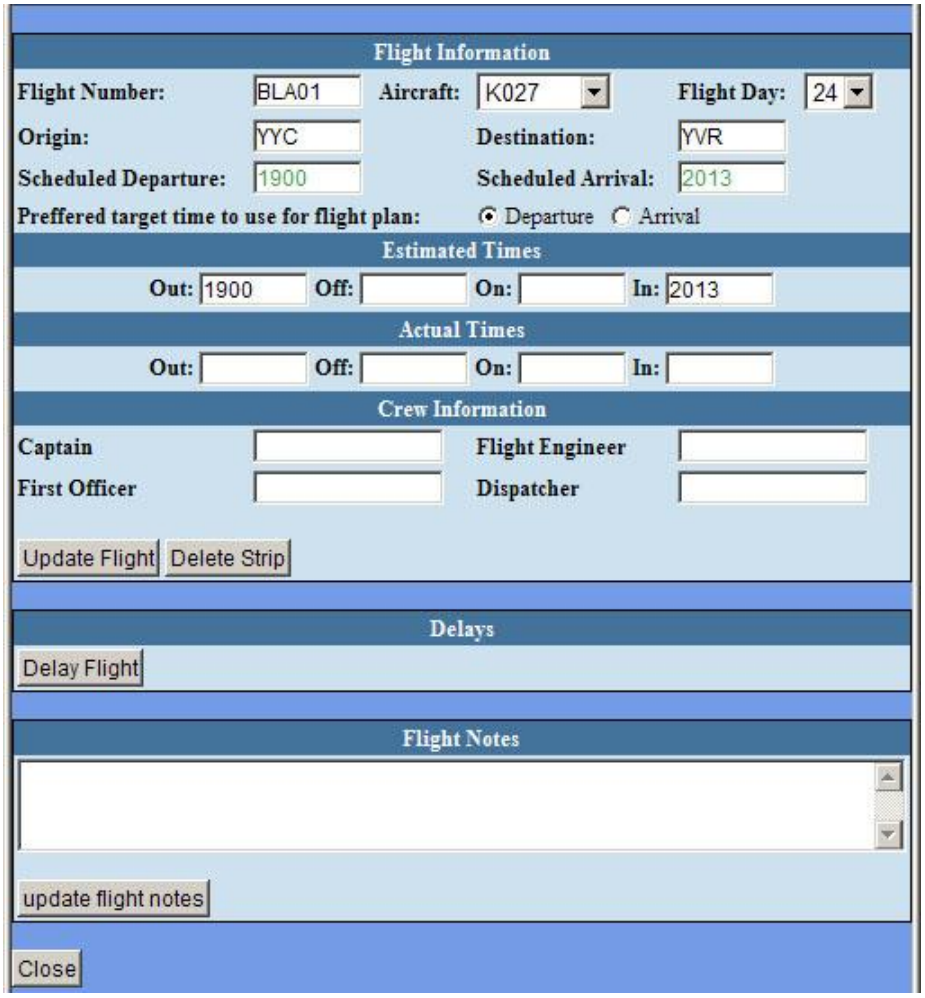
Once you fill out the flight information, press the submit button. If all the entered information appears OK and there are no conflicting strips in the time span set, you should now see the strip on the operations board.

You can further modify the information of the flight strip by placing your mouse over the icon on the strip and selecting “View/Edit Strip”.

Note: *Plotting or adjusting strips that collide with existing strips will not get placed, and an error message will be displayed. Ensure that the space is available when setting the strip times.*

Manipulating Existing Strips

When making changes or adding information to a strip select the "View/Edit Strip" option from the menu while moving your mouse over the strip's flight icon. The following window will open:



Fill in the following Optional fields as required:

Estimated Times (Out, Off, On, In): The estimated times are used for flights that have not yet completed and represent the strip's location on the operations board. These values are automatically adjusted when running flight plans from the strip.

Actual Times (Out, Off, On, In): Actual times are always entered manually after a flight is finished, and will supersede the estimated times when positioned on the operations board. Completed flights will be visibly noticeable on the operations board to easily differentiate between flights that are not yet completed.

Crew Information: There are four fields to enter the crew information for the flight; Captain, Flight Engineer, First Officer and Dispatcher. If these values are added after the flight plan has been run, a new flight plan must be ran to include them on the flight plan details.

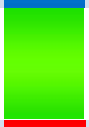
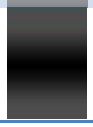
Delays: If for whatever reason there is a delay on the flight and the estimated/actual times are greater than 5 minutes the strip will turn red and a message displayed indicating the total delay in the flight strip details. To add a delay code or to acknowledge the delay, press the delay flight button and enter either:

New Departure – Enter the new departure time of the flight and provide a delay code and/or reason for the delay *-or-* Delay by ___ Minutes – Delay the flight by x number of minutes and provide a delay code and/or reason for the delay.

Flight Notes: This area is used for dispatchers and operators and has no effect on the flight itself. Enter a note in the text area and click "update flight notes" to update the notes.

Legend

Strips are differentiated by their color. Each color represents a state of the strip and can be reviewed in the following chart:

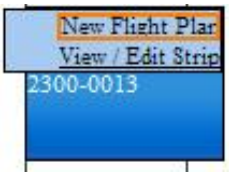
Operations Board Legend	
	Represents a strip that has no currently detected errors and does not yet have a flight plan associated
	Strip which has a valid flight plan and has no detected errors associated with it
	Strip which has detected a delay of 5 minutes or greater than that of the scheduled times
	Strip that was created in the past
	Completed flights which have their "Actual" times entered and treated as finished
	Indicates that the flight should be completed but does not have any "Actual" times present

Flight Planning & Filing

Flight planning within the operations board uses the WebCTO architecture; this manual will explain how to use these functions from the operations board only. More detailed information regarding WebCTO flight planning and filing can be found in Skyplan's WebCTO User Manual.

Running Flight Plans

Running new flight plans can be achieved by selecting the "New Flight Plan" option from within the strip's menu viewed in the main operations board window.

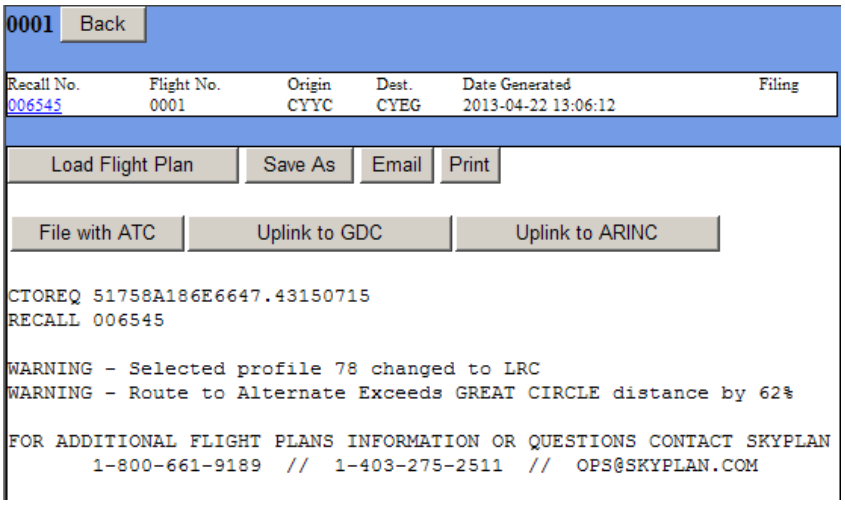


This takes you to the Flight Plan tab and populates the values contained in the strip. The minimum required information to run a flight plan will be set, allowing you to request the flight plan with no further modifications (if not required). Upon completion of the required flight plan parameters, press the "Generate" button located on the right-hand side of the page.

If the system returns a successful flight plan, you will see the text contents displayed in the window, along with options to file the flight plan. To go back to the operations board, click on the "Go back" button and then the "Ops Board" tab. You should now see the strip representing the values from the generated flight plan.

Viewing Previously Generated Flight Plans

All of the flight plans that have been run from the operations board are stored and can be reviewed at any time. From the strip's menu, select "View Flight Plan(s)".



The most recently generated flight plan is loaded by default, and all associated flight plans are listed in a table above the document.

To review another flight plan, click the corresponding recall number.

Click on the appropriate Action button to do the following:

Load Flight Plan: Select this button to load the currently selected flight plan details into the flight planning screen of WebCTO. You can make additional adjustments and request a new flight plan (if required).

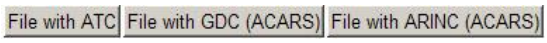
Save As: Saves the flight plan as a text document.

Email: Send the text flight plan to an email address.

Print: Print the text flight plan to a local/networked attached printer.

Filing Flight Plans

Filing flight plans from the operations board can be done either at the time of flight plan generation, or at a later time in the "View Flight Plan(s)" page.



Select the appropriate center you wish to file the flight plan with, and confirm your selection. Once the filing is complete, you should see the text representation of the filing which can be viewed under the "Filing" column in the table of the Flight Plan view.

5. Aircraft Schedules

Overview

The “Schedules” function allows you to build short or long-term schedules and apply them to your daily Operations (used in the Operations Board). The system is based on two components:

- Managing Schedules
- Assigning Schedules

The “Managing Schedules” function allows you to build schedules using a User-friendly Graphical Interface. The process involves:

- Creating one or more Schedule Groups (programs).
- Add one or more Schedules to a Schedule Group (Aircraft rotation).

Once your schedules have been built, the “Assigning Schedules” function is used to activate them for use in the Operations Board.

The Scheduling functions for the operations board is only available to authorized schedulers or operators and can be accessed by clicking on the “Schedules” buttons from the WebCTO tabs.

Managing Schedule Groups

Schedule groups are used to organize related flights, categorizing regular flights to be applied to specified aircraft. Each operations board comes with a default group which cannot be modified or deleted. To access the schedule groups, select “Manage Groups” from within the schedules page.

Creating a new group:

Enter a unique name for the group, and select the Room (If applicable) for the group and click “Add Group”. The newly created group should now appear in the Scheduled Groups portion. Similarly, to modify the group name and/or room

assignment, click the respective “edit” button beside the group listing and update the information and select “Update”.

Deleting a group:

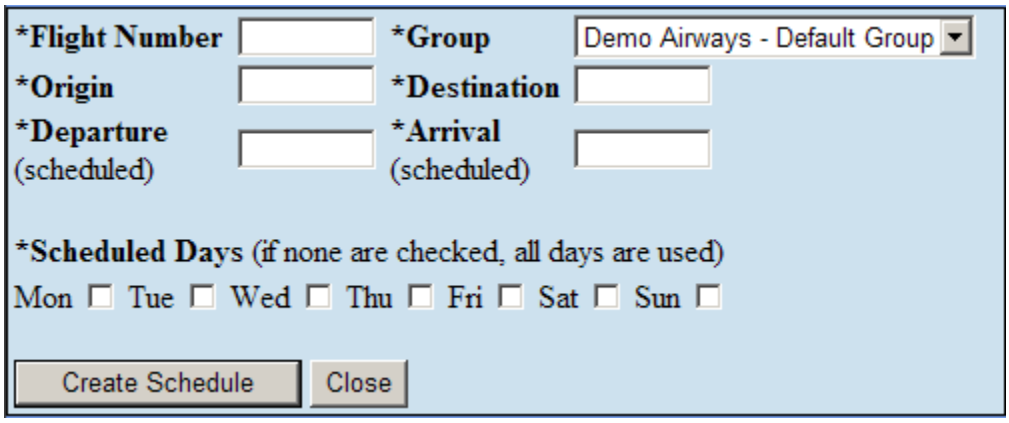
To delete a group, simply press the “delete” button located next to the group listing.

Managing Schedules

Once satisfied with the schedule groups you can begin adding the actual flight schedules and assign it to your groups.

New Schedule:

In the Schedules tab, select “New Schedule”. This opens a new window with the schedule creator where you can begin adding the flight information as if you were creating a new strip.



Select the **Group** you wish to categorize the schedule under.

For **Scheduled Days**, select the days in which the flight will be operating, or leave all of the boxes unchecked which defaults to use all the days of the week.

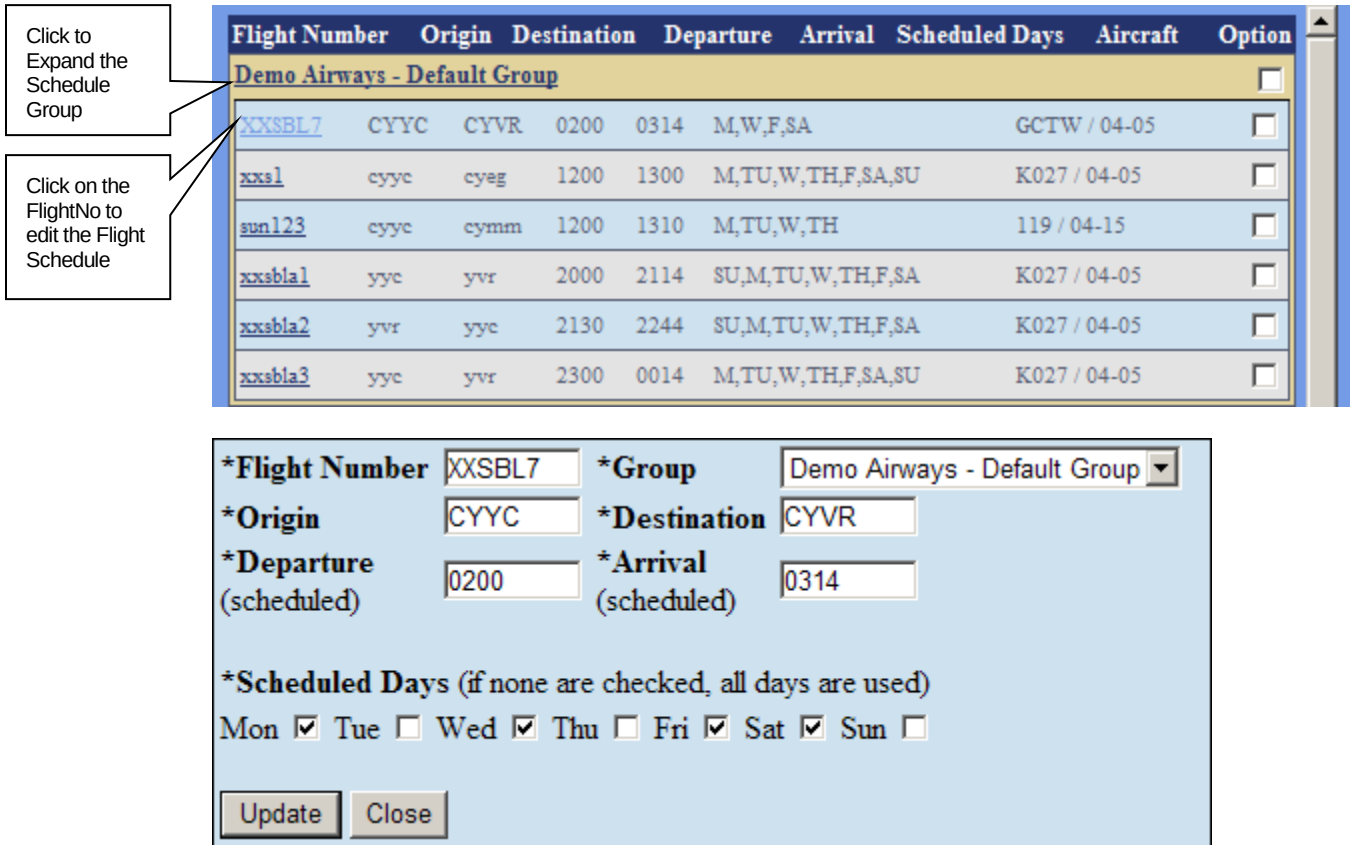
Note: *Schedule times and days are based on GMT/Zulu time and must be taken into consideration while building the schedules.*

Once all the information is entered, click “Create Schedule” and check for the confirmation that the schedule has been updated. The previously entered information will remain in the schedule editor to allow you to make slight adjustments for a new flight if necessary.

All of the schedules are displayed in the main Schedules tab. Ensure all information is correct to limit potential errors.

Editing Schedules:

To edit a schedule, from the main Schedules window click on the corresponding flight number which will open the schedule editor where you can then make any changes.


Click to Expand the Schedule Group
Click on the FlightNo to edit the Flight Schedule
Flight Number
Origin
Destination
Departure
Arrival
Scheduled Days
Aircraft
Option
Demo Airways - Default Group
XXSBL7 CYYC CYVR 0200 0314 M,W,F,SA GCTW / 04-05
xxs1 cyyc cyeg 1200 1300 M,TU,W,TH,F,SA,SU K027 / 04-05
sun123 cyyc cymm 1200 1310 M,TU,W,TH 119 / 04-15
xxsbla1 yyc yvr 2000 2114 SU,M,TU,W,TH,F,SA K027 / 04-05
xxsbla2 yvr yyc 2130 2244 SU,M,TU,W,TH,F,SA K027 / 04-05
xxsbla3 yyc yvr 2300 0014 M,TU,W,TH,F,SA,SU K027 / 04-05
*Flight Number XXSBL7
*Group Demo Airways - Default Group
*Origin CYYC
*Destination CYVR
*Departure (scheduled) 0200
*Arrival (scheduled) 0314
*Scheduled Days (if none are checked, all days are used)
Mon Tue Wed Thu Fri Sat Sun
Update
Close

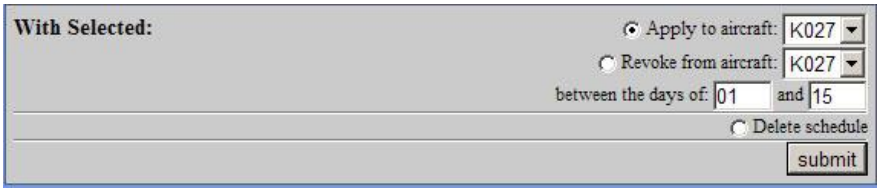
Press “Update” to save changes to the schedule.

Deleting Schedules:

To delete a schedule or schedules, select the checkbox under the “Option” heading for the schedules you wish to delete, then select the radio button “Delete Schedule” in the bottom pane (“With Selected”) and press “Submit”.

Assigning Schedules to Aircraft

To apply schedules to a specific aircraft, select the appropriate schedules (or to select an entire group, check the box listed in the group heading), select the radio button “Apply to aircraft” and the appropriate aircraft from the dropdown menu and specify the range of days you wish to apply the schedule for and click “Submit”.



Notes:

- *Flight strips will not get plotted on days that are not listed in the “Scheduled Days” field of the schedule*
- *You can apply schedules up to a month in advanced*

- *If you specify the first day which is lower than the current day, the system assumes to plot them the next month*
- *If you specify the second day number lower than the first in the range, the system assumes to apply it up to the specified date of the next month*
- *If there are any conflicts while plotting the strips, the system will not plot them but will attempt to plot all the strips that are valid*

Applying schedules will attempt to populate the operations board with all the flights associated with the selected schedules. Check the Operations Board to ensure the Schedule(s) are appearing in the right dates and times.

6. Flight Plan

Overview

This section describes all the Fields that are used to request and produce a computer generated optimized Flight Plan. The Fields are listed as they appear on the Flight plan request form.

In order to meet your particular Flight Planning requirements, some data must be pre-loaded into Skyplan's Flight Planning system to ensure that your flight plans meet your Company requirements:

- Reserve Policy
- Fixed Fuels (Hold, Additional, etc.)
- Flight Plan format
- Fixed routes
- Aircraft operating parameters/characteristics
- Etc.

The Flight Planning form is divided into multiple tabs:

- Flight Plan (for the most common inputs)
- Fuel/Aircraft
- Route
- Weather
- ETP/ETOPS
- Secondary

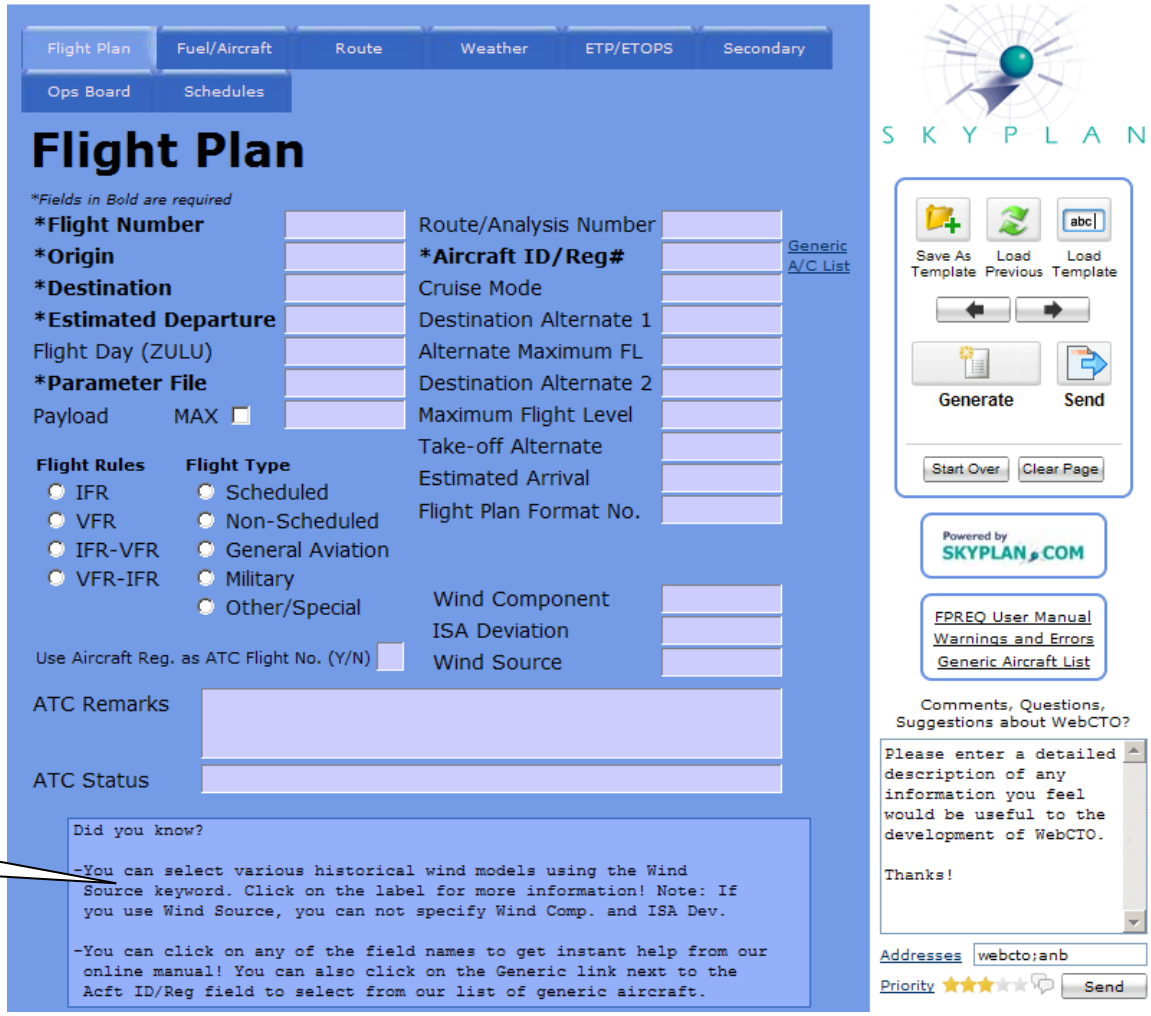
Please refer to the following manuals for additional information relating to Skyplan's Flight Planning System:

- "CTO Flight Planning – User Manual "for a discussion about Flight Planning concepts.
- "Flight Planning Errors and Warnings" for a description of all the Error/Warning Messages returned from Skyplan's Flight Planning System.
- "Generic Aircraft Database" for a list of all the aircraft types supported by Skyplan's Flight Planning System.

Click on the "WebCTO" icon (from the Client Area) to request a Flightplan.

Flight Plan - STANDARD

The following describes the various fields on the STANDARD portion of the Flight Plan request form:



WEATHER/NOTAMs displayed here

Flight Number

This field contains the Flight Number (prefixed by the Airline Code) to be used for the Flight Plan. Entering "TEST" will request a short plan (i.e.: for testing only - ICAO Flight Plan is not generated). Flight Number is used in conjunction with the Airline Code to produce the Flight Number on the ICAO Flight Plan (i.e.: XYZ0001).

Example: XYZ0001 (specifies Flight Number)
XYZTEST (TEST Flight Plan request)

Origin

This field contains the designator in ICAO/IATA or FAA format for the Originating Airport. After you input the airport identification, the current Weather, Forecast, and NOTAMs will appear in the box at the bottom of the form.

Example: YYC (specify Origin Airport in IATA format)
EGKK (specify Origin Airport in ICAO format)

Destination

This field contains the designator in ICAO/IATA or FAA format for the Destination Airport. After you input the airport identification, the current Weather, Forecast, and NOTAMs will appear in the box at the bottom of the form.

Example: YYZ (specify Destination Airport in IATA format)
CYYZ (specify Destination Airport in ICAO format)

Estimated Departure

This field contains the Estimated Time of Departure for the flight in GMT. When requesting from a Flight Strip, the time will be automatically loaded from the Flight Strip ETD.

Example: 22:00

Flight Day

Default is the Current Date. This field is used to override the Default Flight Day with the Actual Flight Date. The Flight Day cannot be less than 2 days or more than 4 days from the Current Date

Example: 12

Parameter File

Default is your 3-letter ICAO Airline code. This field is used to specify what Airline Specific Parameters are to be used when computing the Flight Plan. These Parameters are:

- Flight Plan Format
- Domestic US ATC Code
- En-route Lookdown Capability
- NAT Track Step Climb Capability
- Print EET for ATC Waypoints
- Print Compulsory Waypoints
- Default Additional Fuel
- Domestic Reserve Policy
- International Reserve Policy

Payload

Default is "0". This field is used to specify the actual payload. Total payload cannot exceed the Empty Zero Fuel Weight (EZFW) of the aircraft.

Click the “MAX” checkbox to let the system calculate the Maximum Payload to be carried.

Example: 80000 (set payload to 80000 Lbs.)
Blank or 0 (set payload to 0)

Route / Analysis Number

Default is "01" or Minimum Time Track (MTTA). This field is used to select a specific route structure. This route must be defined in Skyplan's Flight Planning system Route Database. The system will perform a Route Analysis on all the pre-built routes for the City Pair and sorts them in order of flying time (Analysis Route 01 is the shortest flying time).

To explicitly request the pre-built or company preferred route in the Route Database, prefix the route number with an "R" (i.e.: R03). If no routes are defined for the ORIG-DEST City Pair, the system will automatically create a Random Route and save it as RTE 01 (MTTA route structure).

This functionality allows the User to build, store, and retrieve their own route structures using a User-friendly Graphical interface.

By selecting the "**Man**" checkbox, you can build, store, and retrieve your own route structures using a User-friendly Graphical interface. Refer to the "Flight Plan – MANUAL ROUTING" section for detail information.

Example:	02	(use 2nd best route)
	A02	(same as RTE 02)
	R02	(use pre-built route 02)
	R99	(Manual Route)
	MTT	(use Minimum Time Track route)
	DCT	(use Direct route)

Aircraft ID / Reg#

This field contains either the Aircraft's FIN Identification Number (normally the last 3 or 4 Digits of the Aircraft Registration) or the Aircraft's Registration Number for the actual Airframe to be used for the Flight.

Click the "Generic A/C List" link to select a predefined Generic Aircraft.

Example:	3GA	(use FIN number)
	N823GA	(use Registration number)

Cruise Mode

Default as defined in the Aircraft Database. This field is used to override to default cruise mode of the aircraft (LRC-Long Range Cruise, a fixed Mach value, or a customized cruise mode).

Example:	LRC	(select Long Range Cruise mode)
	HSC	(select High Speed Cruise mode)
	82	(select Mach .82 Cruise speed)

Destination Alternate 1

Default is the closest Airport as defined in the Airport Alternates Database. This field is used to specify the designator in ICAO/IATA or FAA format for the desired Destination Alternate Airport. This airport must be defined in the Airport Alternates

Database. After you input the airport identification, the current Weather, Forecast, and NOTAMs will appear in the box at the bottom of the form.

Use "ISLD" to invoke the Island Fuel Reserve Policy. Use "NONE" to suppress the Alternate Calculation (i.e.: no alternate to be used).

Example: YUL (specify Alternate Airport in IATA format)
EGDD (specify Alternate Airport in ICAO format)
Blank (use closest Alternate Airport)
ISLD (use Island Reserve Policy)
NONE (no Alternate Calculation)

Alternate Maximum FL

Default as defined in the Airport Alternates Database. This field is used to cap the flight at a particular altitude.

Example: 150 (capped at 15000 feet)
Blank (no restriction on Flight Level)
UNL (no restriction on Flight Level)

Destination Alternate 2

Default is None. This field is used to specify the designator in ICAO/IATA or FAA format for a secondary Destination Alternate Airport. After you input the airport identification, the current Weather, Forecast, and NOTAMs will appear in the box at the bottom of the form.

Note: This airport must be defined in the Airport Alternates Database and be closer to the Destination Airport than the primary Destination Alternate

Example: YMX (specify Alternate Airport in IATA format)
EGDE (specify Alternate Airport in ICAO format)
Blank (do Not use a Secondary Alternate)

Maximum Flight Level

Default is None. This field is used to cap the flight at a particular altitude.

Example: 150 (capped at 15000 feet)
Blank (no restriction on Flight Level)

Take-off Alternate

Default is None. This field is used to specify the designator in ICAO/IATA or FAA format for the appropriate Take-Off Alternate Airport. This airport cannot be more than 500 nautical miles (for 2 engine aircraft) or 1000 nautical miles (for 3 or more engine aircraft).

Example: YVR (specify Take-Off Alternate Airport)
Blank (do not use a Take-Off Alternate)

Estimated Arrival

This value contains the Estimated Time of Arrival for the flight in GMT.

Example: 1425

Flight Plan Format Number

Default as specified in the Aircraft Database record (if defined) or selected Airline Parameter File. This field is used to override the default Flight Plan format to be used.

Example: 03

Flight Rules

Default is "I" (IFR). This field is used to specify the flight rule for Air Traffic Control (ATC) purposes. The following types are available:

- "I" for Instrument Flight Rule (IFR)
- "V" for Visual Flight Rule (VFR)
- "Y" for IFR to VFR
- "Z" for VFR to IFR

Flight Type

Default is "S" (Scheduled). This field is used to specify the type of flight for Air Traffic Control (ATC) purposes. Select from the following Flight Types:

- Scheduled ("S")
- Non-Scheduled ("N")
- General Aviation ("G")
- Military Airlift Command ("M")
- Other/Special Flight ("X")

Use Aircraft Reg. as ATC Flight No. (Y/N)

Enter “Y” to instruct the system to use the aircraft's Registration Number as the Flight Number for Air Traffic Control Purposes. The system default is Airline Code/Flight Number.

ATC Remarks

Default is None. This field is used to provide a remark in the ATC flight plan (ICAO item 18). This must be used when requesting the Flight Plan, not when filing the Flight Plan with ATC.

Example: Medivac Flight

ATC Status

Default is None. This keyword is used to provide the reason for special handling by ATS in Item 18 of the ATC ICAO flight plan. This keyword must be used when requesting the Flight Plan, not when filing the Flight Plan with ATC.

Example: MEDEVAC (Life critical medical emergency evacuation)

Wind Component

Default is Current Wind Forecast. This value is required if the ISA Deviation is provided. This field is used to specify the Wind Component to be used in calculating the Flight Plan.

Note: This option can only be used when requesting a Test Plan (FltNo=TEST).

Example: –5 (specifies a 5kt Headwind)
15 (specifies a 15kt Tailwind)
Blank (use Current Wind Forecast)

ISA Deviation

This value is required if the Wind Component is provided. This field is used to specify the ISA Deviation to be used in calculating the Flight Plan.

Note: This option can only be used when requesting a Test Plan (FltNo=TEST).

Example: -3 (3 degrees colder than std dev)
5 (5 degrees warmer than std dev)

Wind Source

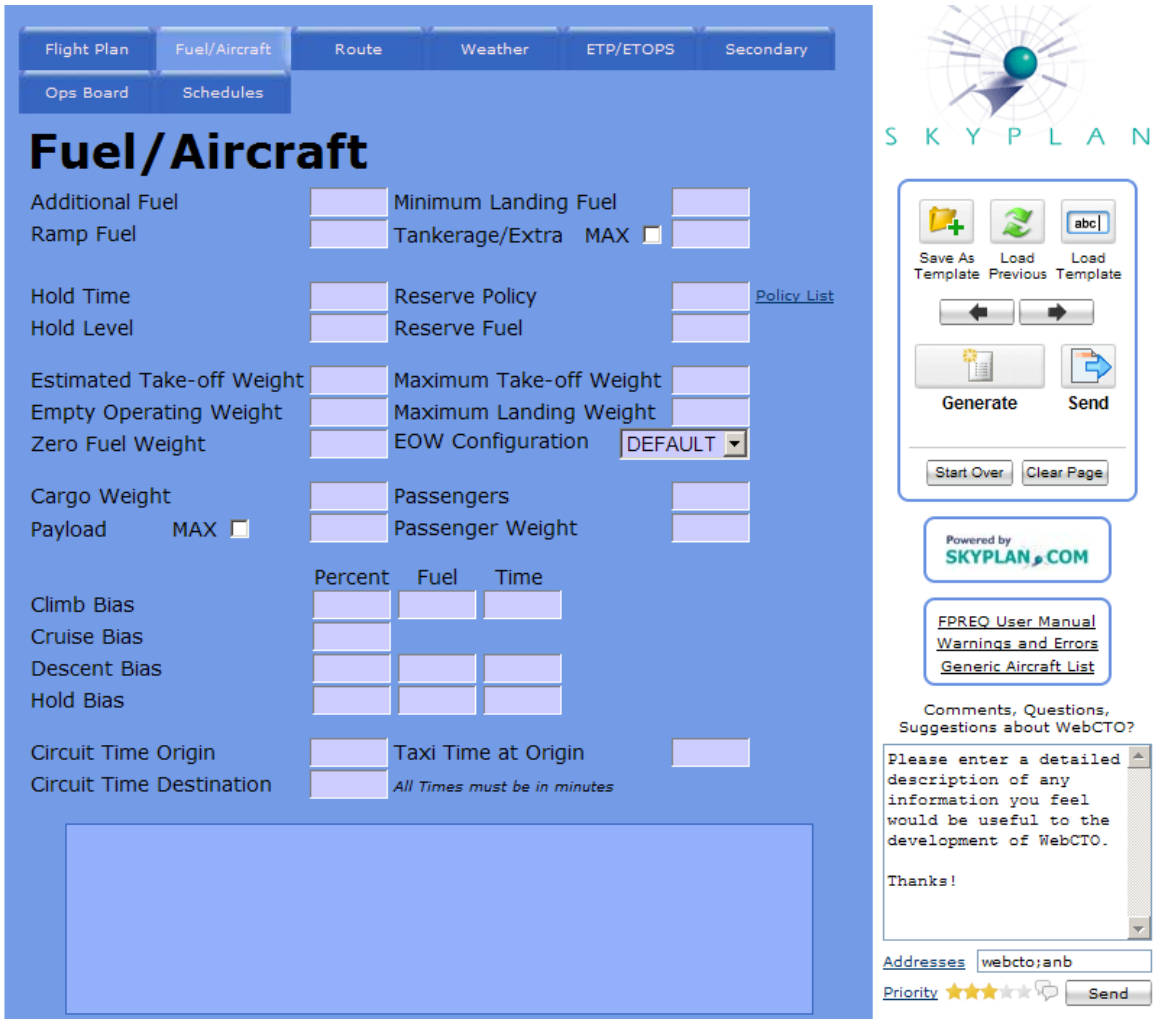
Default is Current Wind Model. This field is used to specify the Wind Model to be use when computing the Flightplan.

Note: Historical (or Average) Wind Models can only be used when requesting a Test Plan (FltNo=TEST).

Example: AVN (use the AVN model)
M03 (use the March Wind Model)

Flight Plan - FUEL / AIRCRAFT

The following describes the various fields on the FUEL / AIRCRAFT portion of the Flight Plan request form:



Additional Fuel

Default as defined in the Airline Parameter File. This field is used to specify the Additional Fuel required to allow for air traffic congestion, poor weather conditions, etc. The flight plan will be computed to ensure that the amount requested will be on board overhead destination.

Example: 5000 (set Addition Fuel to 5,000)
Blank or 0 (set to 0)

Ramp Fuel

This field is used to specify to the Flight Planning system the Total Fuel on Board (FOB) before engine start-up. Not specifying this field will force the system to calculate the required Total Fuel based other values provided (such as: Payload, Additional Fuel etc.).

Example: 30000 (set Fuel on Board to 30,000)
Blank (let system calculate FOB)

Minimum Landing Fuel

Default as defined in the Aircraft Database. This field is used to override the Minimum Landing Fuel in required at destination.

Note: For safety reasons, this value cannot be less than the amount stored in the aircraft database.

Example: 14500 (set MLF to 14,500)

Tankerage/Extra Fuel

Default is "0". This field is used to specify the amount of fuel to be tankered. Click the “MAX” checkbox to instruct the system to calculate the maximum amount of Fuel that can be Tankered.

Note: Tankered fuel is generally shown as optional fuel.

Example: 10000 (set Tankerage to 10,000)

Hold Time

Default is 30 minutes. This field is used to override the default Hold Time (Fuel) over the Destination Airport.

Example: 45 (indicates 45 minutes of Hold fuel at Destination)

Hold Level

Default is 1,500 feet. This keyword is used to override the default Hold Flight Level over the Destination Airport.

Example: 20 (indicates hold at FL020 over Destination)

Reserve Policy

This field is used to override the default Reserve Policy, if defined, for the Aircraft (**ACFT**), or for the Airline (**APF**).

Click the “Policy List” link to select a predefined Reserve/Hold policy.

Example: 45 (45 Minutes at TOD Fuel Flow, No Hold)

Reserve Fuel

This keyword is used to specify a Fixed Reserve Fuel.

Example: 1000 (set Reserve Fuel to 1,000)

Estimated Take-Off Weight

Default is "0" (system will calculate). This value is used to specify the actual take-off weight to ensure the flight plan is computed correctly (i.e.: more fuel is on board because the destination was changed after the aircraft was fuelled).

Example: 145000 (set ETOW to 145000)

Empty Operating Weight

Default is the Empty Operating Weight as selected (see Empty Operating Weight Configuration) from the Aircraft Database. This value is used to override the Empty Operating Weight (in 100s) of the aircraft for this flight plan only. It cannot be less than the minimum operating weight of the aircraft.

Example: 85000 (set EOW to 85,000)

Zero Fuel Weight

Default is "0". This field is used to specify the Zero Fuel Weight of the aircraft including payload (in 100s). The system will calculate the Payload from the Aircraft's Empty Operating Weight. Use the "MAX" option to let the system calculate the Maximum Payload to be carried. Total payload cannot exceed the Empty Zero Fuel Weight (EZFW) of the aircraft.

Example:	80000	(set ZFW to 80,000)
	MAX	(request Max Payload)
	Blank	(set Payload to 0)

Maximum Take-off Weight

Default is the Maximum Take-Off weight from the Aircraft Database. This value is used to override Maximum Take-Off Weight (in 100s) of the aircraft for this flight plan only (i.e.: maximum take-off weight limited due to runway length, temperature, altitude, etc).

Example: 140000 (set MTOW to 140,000)

Maximum Landing Weight

Default is the Maximum Structural/Tankerage Landing weight from the Aircraft Database. This field is used to override Maximum Landing Weight (in 100s) of the aircraft for this flight plan only. It cannot be more than the maximum Structural/Tankerage Landing weight of the aircraft.

Example: 130000 (set MLW to 130,000)

EOW Configuration

Default is "0". This field is used to select a different Empty Operating Weight Configurations available *as they pertain* to your aircraft database (i.e.: Passenger, Cargo, or Combi). Input must be 0, 1, or 2.

Cargo Weight

Default is None. This field is used to specify the cargo weight. This field is used in conjunction with the Passenger (PAX) field.

Note: Use the Payload (PYLD) field as an alternative way of specifying Payload.

Example: 130000 (set MLW to 130,000)

Payload

Default is "0". This field is used to specify the actual payload. Total payload cannot exceed the Empty Zero Fuel Weight (EZFW) of the aircraft.

Click the “MAX” checkbox to let the system calculate the Maximum Payload to be carried.

Example: 80000 (set payload to 80000 Lbs.)
Blank or 0 (set payload to 0)

Passengers

Default is "0". This keyword specifies the number of passengers.

Example: 50 (set passenger load to 50)

Passenger Weight

This field specifies the average weight to use for each passenger. If not specified, the system uses a default weight of 200 Lbs for Imperial aircraft and 91 Kgs for Metric aircraft.

Example: 190 (Use average weight of 190 Lbs)

Climb Bias

Default as specified in the Aircraft Database. These fields are used to override the bias for Climb fuel burn.

Example: 1.100 (indicates climb bias of +10%)

Cruise Bias

Default as specified in the Aircraft Database. This field is used to override the bias for Cruise fuel burn.

Example: 1.050 (indicates cruise bias of +5%)

Descent Bias

Default as specified in the Aircraft Database. These fields are used to override the bias for Descent fuel burn.

Example: 0.900 (indicates a descent bias of -10%)

Hold Bias

Default as specified in the Aircraft Database. These fields are used to override the bias for Hold fuel burn.

Example: 1.250 (indicates a hold bias of +25%)

Circuit Time at Origin

Default as specified in the Airport Database. This field is used to override the Circuit Time at the origin airport (in minutes). The time value cannot exceed 20 minutes.

Example: 10 (indicates 10 minutes at Origin)

Circuit Time at Destination

Default as specified in the Airport Database. This field is used to override the Circuit Time at the destination airport (in minutes). The time value cannot exceed 20 minutes.

Example: 10 (indicates 10 minutes at Destination)

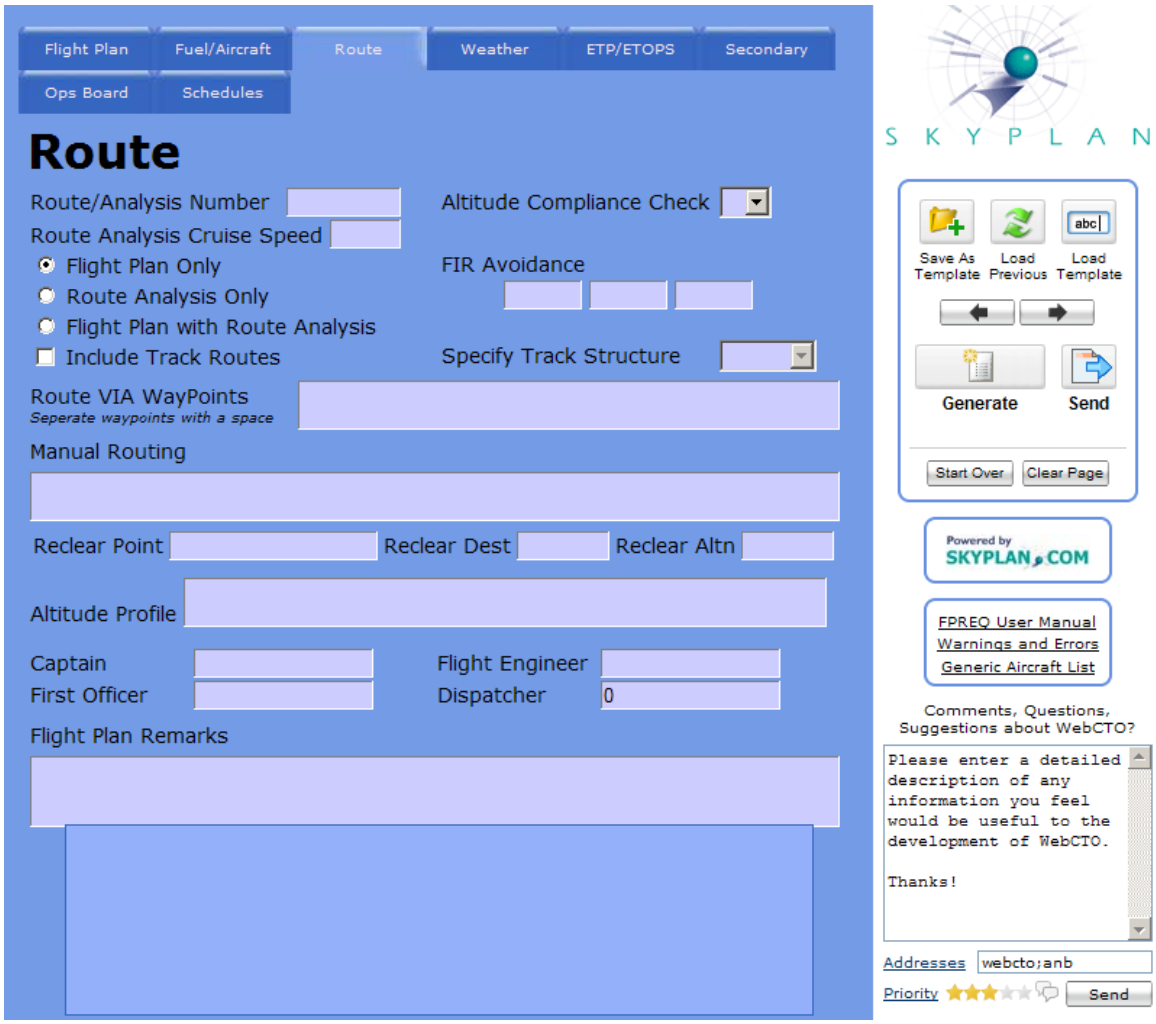
Taxi Time at Origin

Default as specified in the Airport Database. This value is used to override the Taxi Time (in minutes). The time value cannot exceed 60 minutes.

Example: 10 (indicates 10 minutes of Taxi time at Origin).

Flight Plan – ROUTE

The following describes the various fields on the ROUTE portion of the Flight Plan request form:



Route / Analysis Number

Default is "01" or Minimum Time Track (MTTA). This field is used to select a specific route structure. This route must be defined in Skyplan's Flight Planning system Route Database. The system will perform a Route Analysis on all the pre-built routes for the City Pair and sorts them in order of flying time (Analysis Route 01 is the shortest flying time).

To explicitly request the pre-built or company preferred route in the Route Database, prefix the route number with an "R" (i.e.: R03). If no routes are defined for the ORIG-DEST City Pair, the system will automatically create a Random Route and save it as RTE 01 (MTTA route structure).

This functionality allows the User to build, store, and retrieve their own route structures using a User-friendly Graphical interface.

By selecting the "**Man**" checkbox, you can build, store, and retrieve your own route structures using a User-friendly Graphical interface. Refer to the "Flight Plan – MANUAL ROUTING" section for detail information.

Example: 02 (use 2nd best route)
A02 (same as RTE 02)
R02 (use pre-built route 02)
R99 (Manual Route)
MTT (use Minimum Time Track route)
DCT (use Direct route)

Route Analysis Cruise Speed

This field specifies a fixed Mach value to be used during the Route Analysis. If omitted, the Route Analysis will assume the fixed Mach specified by the Cruise Mode (CRZ) field. If this cruise setting is not a fixed speed, the Route Analysis will use the default fixed Mach setting for the aircraft type.

Example: 80 (Mach .80)

Flight Plan Only

Click this Radial button to return only the Flightplan (the Default behavior).

Route Analysis Only

Click this Radial button to request a Route Analysis Listing of all the pre-stored routes for the city pair you are flight planning. The Route Analysis will sort the routes in order of flight time for the forecast wind and temperature conditions for your ETD. No Flight Plan will be generated.

Flight Plan with Route Analysis

Click this Radial button if you want to have the system generate the Flight Plan along with the Route Analysis Listing.

Include Track Routes

Click this checkbox if you want to have the system include a list of Track routes for a selected Track Structure (i.e.: North Atlantic Tracks – NAT).

Specify Track Structure

Select the desire Track structure (i.e.: North Atlantic Tracks – NAT).

Altitude Compliance Check

Default is "N" (No check). This field is used to enable the Altitude Compliance Check feature. Input must be "Y" to check using MEA, "R" to check using MORA, or "C" to check using MOCA.

FIR Avoidance

Default is "None". This field is used to request a Route which avoids a list of FIRs (max 3). If a Fixed Route is requested (ie: RTE R01), the system will perform a compliance check and report any FIRs which the route overflies. If a Random Route is requested (MTTA), the system will attempt to generate a route which avoids the requested FIRs.

Note: FIR avoidance will make a best effort to route around the specified FIR(s), but complete avoidance of the FIR(s) is not guaranteed.

Route VIA Waypoints

This field is used to request a Random Route via one or more waypoints. The route between each specified waypoint will be a Random Route computed by the system. If the waypoint you wish to use is not a unique waypoint, you must provide the country code and possibly the type of waypoint when specifying the waypoint name. This occurs if a waypoint of the same name appears in more than one country, or there is a VOR and an NDB waypoint by the same name.

Valid Waypoint Types are:

- V: VOR Waypoint
- N: NDB Waypoint
- E: En-route Waypoint

Note: Each Flight Plan request which uses the VIA keyword causes the system to re-compute the Random Route with the requested VIA waypoints. If you have a requirement to use the same VIA waypoint(s) for a given City-pair routing in future flights, we recommend this routing be added to your Route Database. This will speed up the processing of subsequent flight plan requests for this City-pair.

Example:	DAGTY	(Unique Waypoint)
	YBR-CY	(Waypoint in Country CY)
	LAO-RP-V	(VOR Waypoint in Country RP)
	33N110W	(Use a Lat/Long Coordinate)

Manual Route

This field is used to request a user specified Route via on ore more waypoints/airways. Please refer to the RTEMAN keyword in the “CTO Flight Planning - User Manual” for information on how to use this feature.

Example: HUSAR.J504.YDR..VBI.J500.SSM-CY.MTTA.YMS-CY

Reclear Point

Default is None. This field is used to specify the en-route waypoint from which a re-clearance is to be computed. The specific waypoint used MUST be on the actual route of flight.

Example: ABR (specify Reclear Waypoint)

Reclear Dest

This field is required if you specify a “Reclear Point”. It specifies the Reclear or En-route diversion airport (in IATA or ICAO format).

Example: YWG (specify Reclear Destination)

Reclear Altn

This field specifies the Reclear Alternate airport (in IATA or ICAO format).

Example: YPG (specify Reclear Alternate)
Blank (use closest Alternate Airport)

Altitude Profile

Default is None. This field is used to provide a desired flight level for the flight plan between specific waypoints along the planned route. Use "OPT" to let the system determine the optimum altitude.

Example: GTK 280
(Attempt to achieve altitude of FL280 from waypoint GTK to Destination)

GTK 310 COSMO
(Attempt to achieve altitude of FL310 from waypoints GTK to COSMO)

GTK 310 COSMO OPT BARTS 290
(Attempt to achieve altitude of FL310 from waypoints GTK to COSMO, optimal altitude from waypoints COSMO to BARTS, FL290 from waypoints BARTS to Destination)

Captain

Default is None. This value is used to identify the Captain of the Flight.

Example: 1024 (specify Captain Code)
Fred (specify Captain Name)
Smith 00124 (specify Captain Name and Employee Number)

First Officer

Default is None. This field is used to identify the First Officer of the Flight.

Example: 1025 (specify First Officer Code)
Tom (specify First Officer Name)
Lefty 00125 (specify First Officer Name and Employee Nbr)

Flight Engineer

Default is None. This value is used to identify the Flight Engineer of the Flight.

Example: 1026 (specify Flight Engineer Code)

	John	(specify Flight Engineer Name)
	Norton 00126	(specify Flight Engineer Name and Employee Nbr)

Dispatcher

Default is "9999" (Sita Interface). This field is used to identify the dispatcher who requested the Flight Plan. You can specify your pre-stored dispatcher code or your name.

Example:	1027	(specify Dispatcher Code)
	Fred	(specify Dispatcher Name)
	Smith 00127	(specify Dispatcher Name and Employee Nbr)

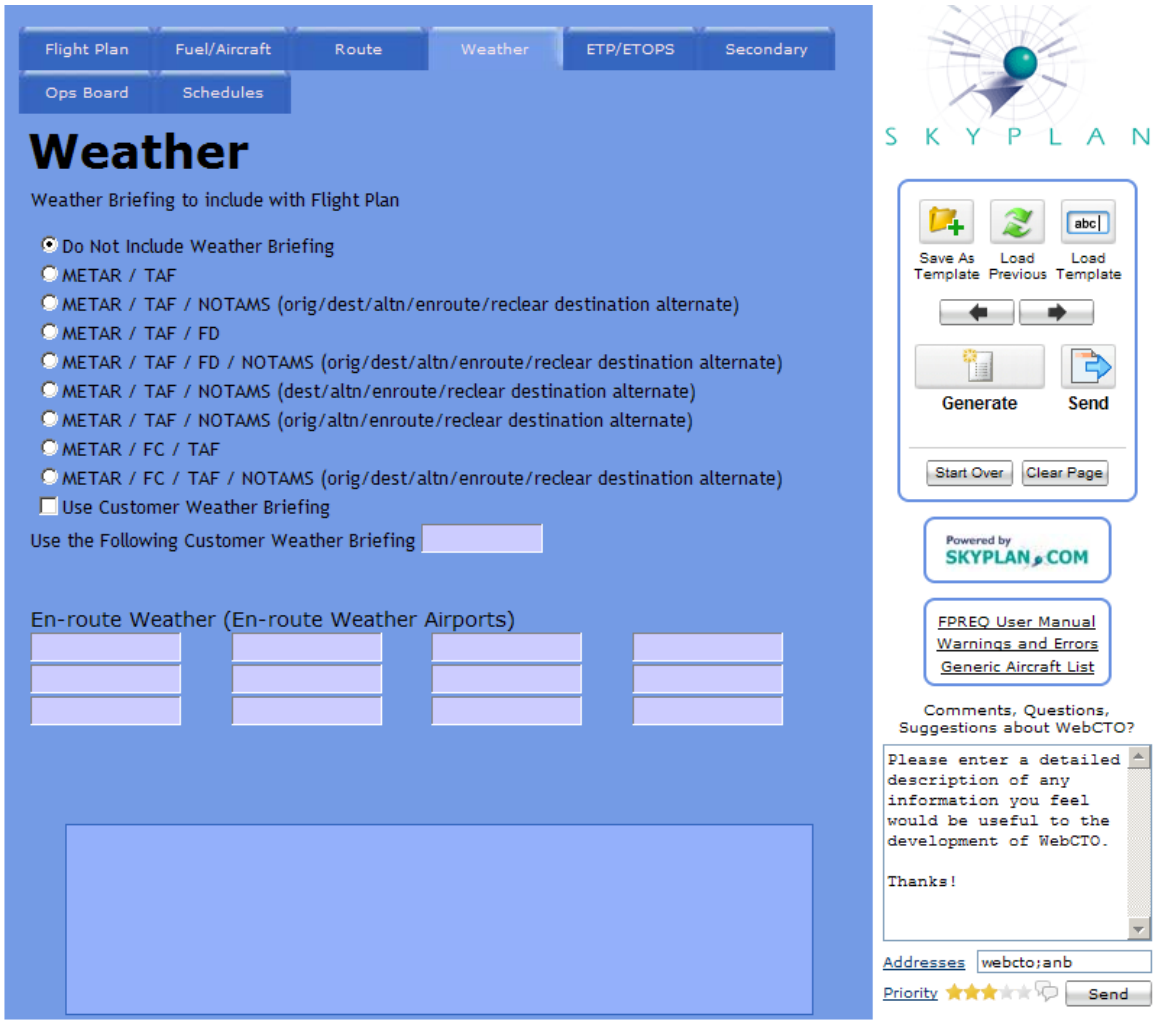
Flight Plan Remarks

Default is None. This field is used to provide a remark to be printed in the body of the flight plan (usually at the top of the plan).

Example: ATTN CAPT OF FLT ABC001

Flight Plan – WEATHER

The following describes the various fields on the WEATHER portion of the Flight Plan request form:



Weather Briefing to Include with Flight Plan

Default is None. Click on the desired Radio button to request a Weather/NOTAMs briefing with the Flight Plan. Standard Weather information will be provided for:

Standard Weather Briefings cover:

- Originating Airport
- Take-off Alternate Airport (if specified)
- Destination Airport
- Destination Alternate Airport(s)
- En-route Airport(s) (if specified)
- Reclear Destination/Alternate Airports (if specified)

The following standard WX Briefings are available:

1) SA/FT for all stations

2) SA/FT for all stations
NOTAMs for Orig/Dest/Altn/Enrt/Reclear Dest-Altn

3) SA/FT/FD for all stations

4) SA/FT/FD for all stations
NOTAMs for Orig/Dest/Altn/Enrt/Reclear Dest-Altn

5) SA/FT for all stations
NOTAMs for Dest/Altn/Enroute/Reclear Dest-Altn

6) SA/FT for all stations
NOTAMs for Orig/Altn/Enroute/Reclear Dest-Altn

7) SA/FC/FT for all stations

8) SA/FC/FT for all stations
NOTAMs for Orig/Dest/Altn/Enrt/Reclear Dest-Altn

Use The Following Customer Weather Briefing

If "Use Customer Weather Briefing" is checked, enter one or more standard and custom weather briefings (to a maximum of 6 briefings) to be included with the Flight Plan. Contact Skyplan to have your custom weather briefing created and saved.

Example:	BRIEF1	(use customer WX Briefing)
	1 BRIEF2	(use both standard and customer WX Briefings)

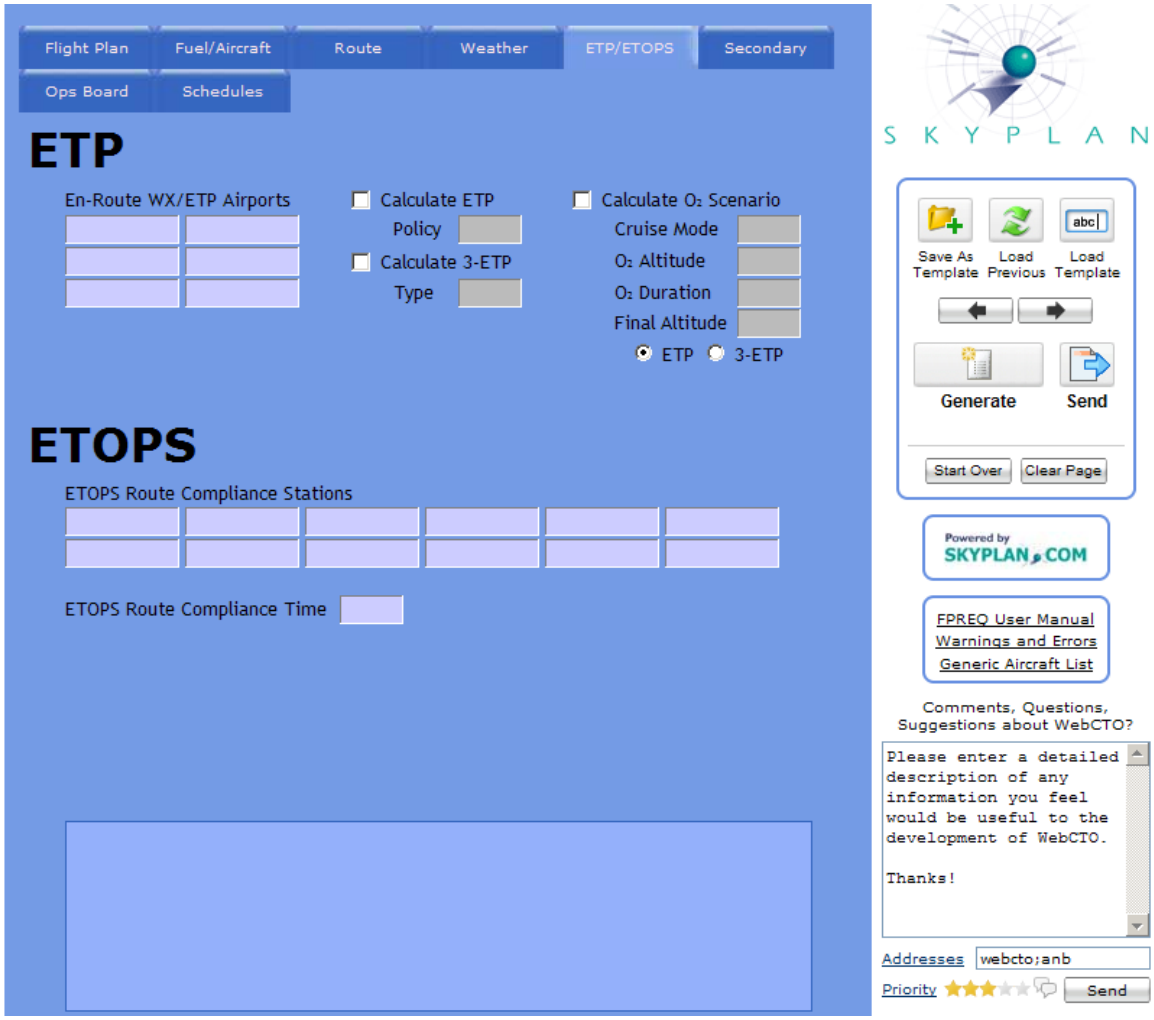
En-route Weather

These fields are used to specify En-route WX Airports.

Flight Plan – ETP / ETOPS

Equal Time Points can be requested in the Flight Plan that takes into consideration either the Fuel requirements for a "Loss of Engine/Driftdown" scenario, or for a "Decompression/Emergency Descent to 10,000ft" scenario.

The following describes the various fields on the ETP / ETOPS portion of the Flight Plan request form:



En-Route WX/ETP Airports

These fields are used to:

- Request 1-3 ETP Airport pairs (when “Calculate ETP” is checked).
- Specify 1-6 Airports for on-route Weather (when “Calculate ETP” is un-checked).

Calculate ETP

Click this checkbox to instruct the system to perform an Equal Time Point calculation using the ETP Airports specified above. The system will use the Customer's default ETP Policy.

Policy (ETP)

This field is used to instruct the system to use a specific Equal Time Point calculation using the ETP Airports specified above. Contact Skyplan before using this feature.

Calculate 3-ETP

Click this checkbox to instruct the system to generate a Flight Plan with 3 Equal Time Point scenarios using the ETP Airports specified above. Please refer to the ETOP keyword in the "CTO Flight Planning - User Manual" for information on how to use this feature.

Type (3-ETP)

This field is used to instruct the system to use a specific 3-ETP scenario using the ETP Airports specified above. Please refer to the ETOP keyword in the "CTO Flight Planning - User Manual" for information on how to use this feature.

Calculate O2 Scenario

Click this checkbox to instruct the system to perform an Oxygen Depressurization Equal Time Point calculation using the ETP Airports specified above.

Cruise Mode (O2 Scenario)

Default is LRC. This field is used to specify the Cruise Speed to be used for the Oxygen Depressurization ETP / 3-ETP calculations.

O2 Altitude (O2 Scenario)

Default is FL230. This field is used to specify the Initial Level-Off Altitude to use for the Oxygen Depressurization ETP / 3-ETP calculations.

O2 Duration (O2 Scenario)

Default is 30 minutes. This field is used to specify the Oxygen Duration (in minutes) to use for the Oxygen Depressurization ETP / 3-ETP calculations.

Final Altitude (O2 Scenario)

Default is FL100. This field is used to specify the Final Level-Off Altitude to use for the Oxygen Depressurization ETP / 3-ETP calculations.

ETP / 3-ETP (O2 Scenario)

Click the appropriate Radial button to select the type of Oxygen Depressurization calculation.

ETOPS Route Compliance Stations

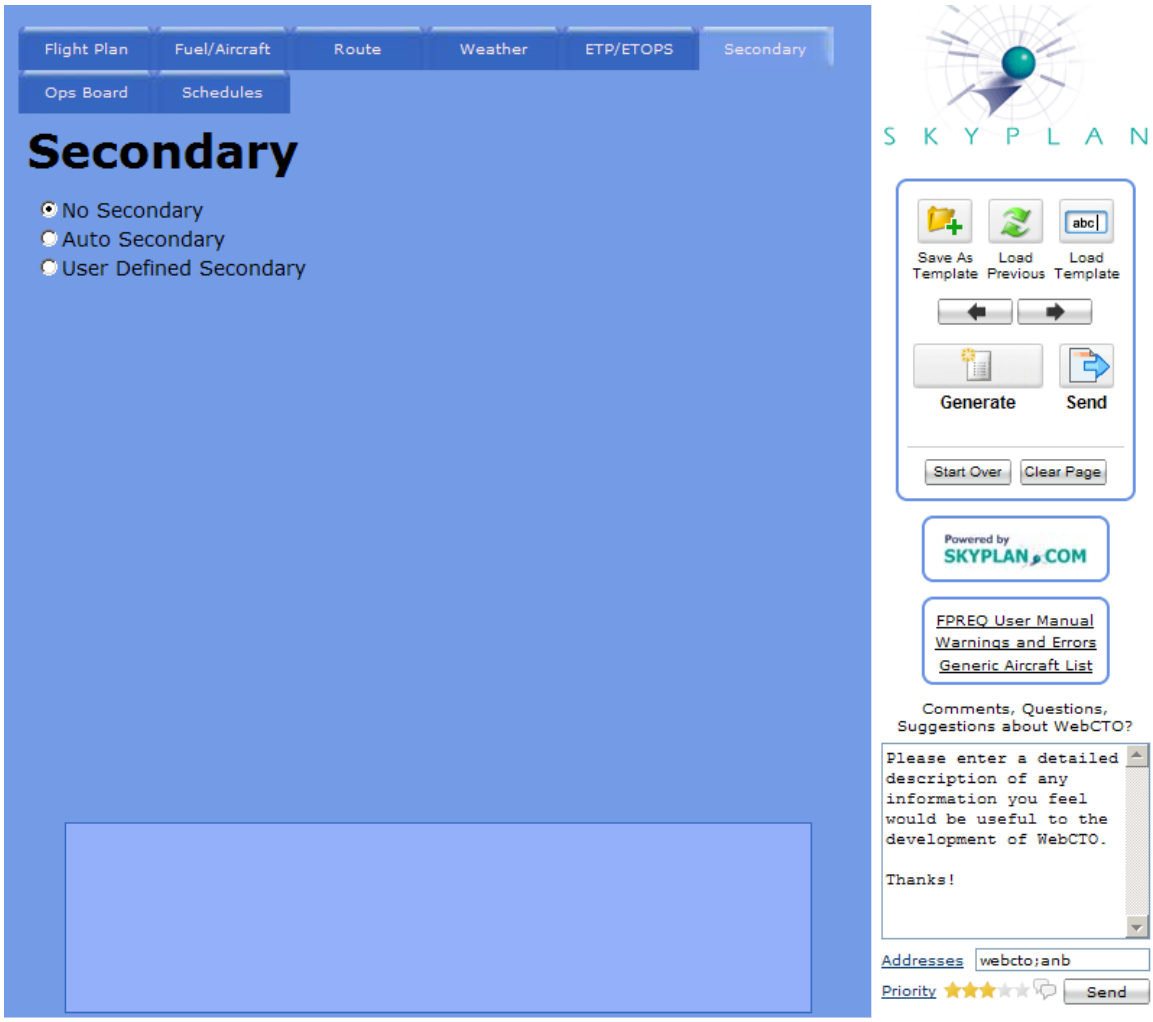
These fields are used to specify up to 12 airports along the selected route.

ETOPS Route Compliance Time

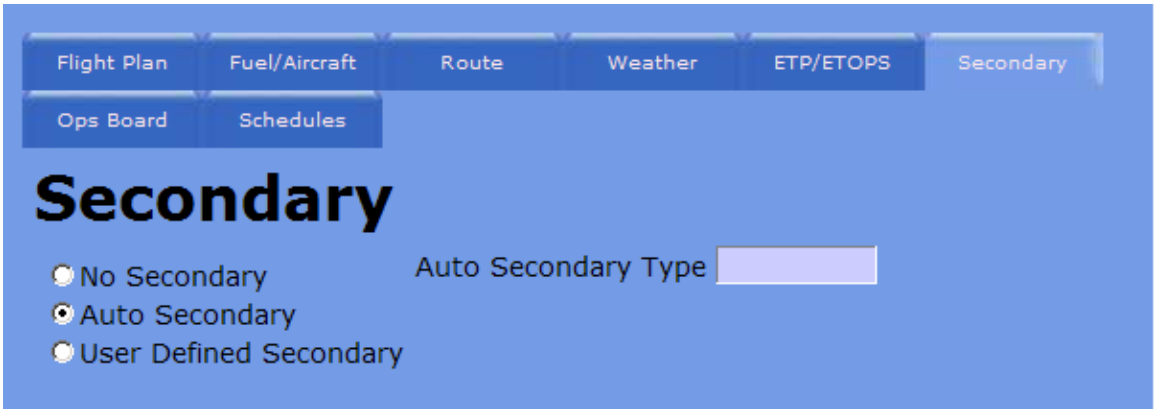
This field is used to override the aircraft's default ETOPS time (in minutes). The value cannot be greater than the ETOPS time defined for the aircraft in the Aircraft Database.

Flight Plan – SECONDARY FLIGHT PLAN

The following describes the various fields on the SECONDARY FLIGHT PLAN portion of the Flight Plan request form:



Automatic Secondary



Automatic Secondary

Click this Radial button to instruct the system to calculate Automatic Secondary Flight Plans. When requested, the default Secondary Flight Plans are:

- Secondary 1 – Use Next Lowest Flight Level
- Secondary 2 – Use Initial Flight Level

Automatic Secondary Type

Use this field to instruct the system to calculate a specific set of Automatic Secondary Flight Plans. Please refer to the AUTOSEC keyword in the “CTO Flight Planning - User Manual” for information on how to use this feature.

User Defined Secondary

User Defined Secondary

Click this Radial button to instruct the system to calculate one (1) User defined Secondary Flight Plan.

Secondary Flight Plans

You can specify any of the following values:

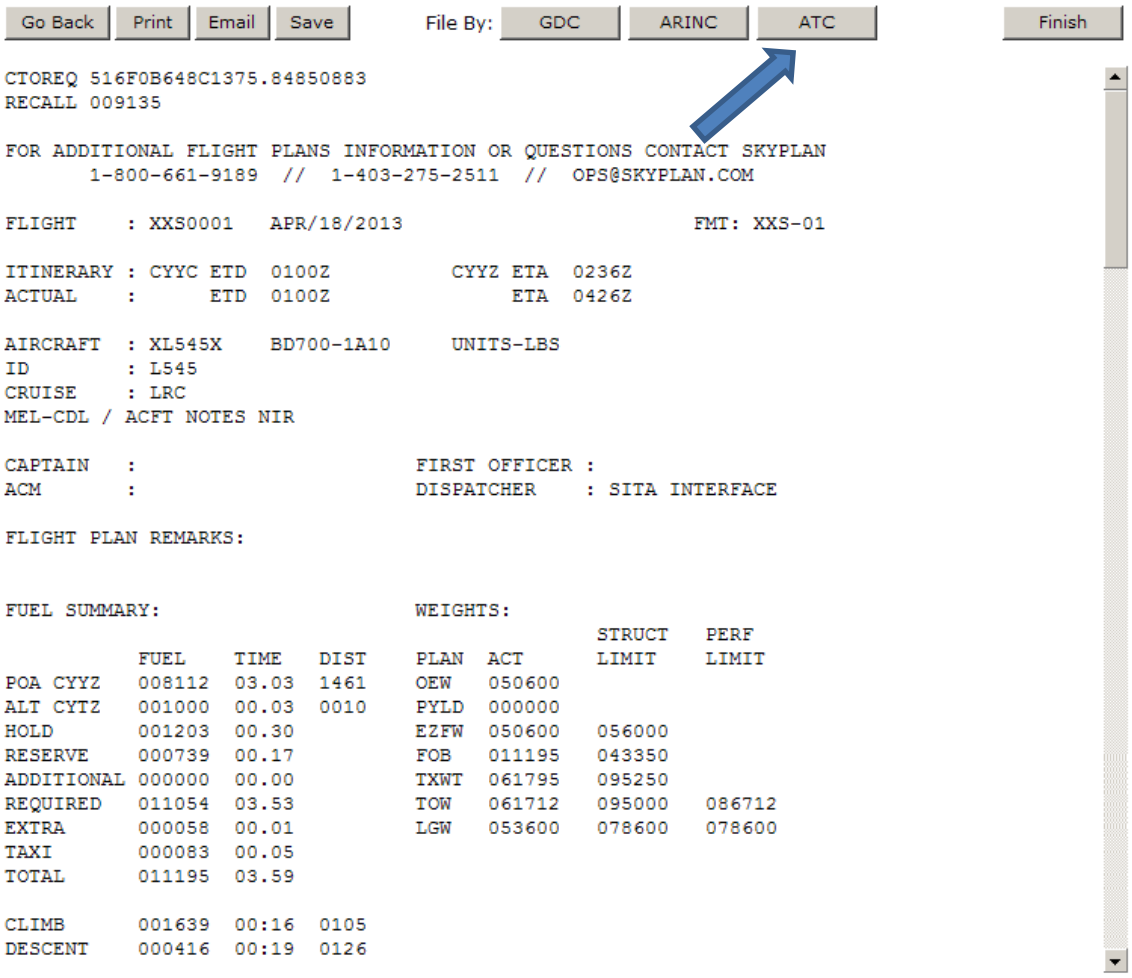
- Cruise Mode
- Destination Alternates
- Maximum Flight Level
- Specify Payload
- Calculate Max Payload
- Route / Analysis Number
- Route Via Waypoints
- Manual Routing
- Altitude Profile

Click the “Add Another” link to request more than one (1) User Defined Secondary.

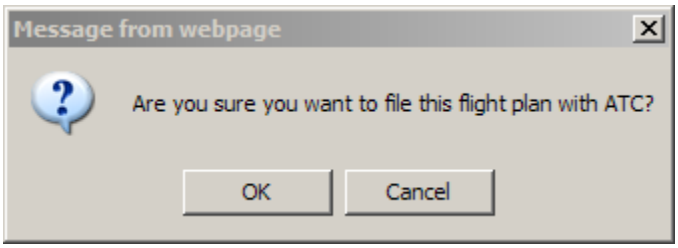
Flight Plan – ATC FILING

Filing Method 1

Once the Flight Plan has been run and returned to you, you can file it as follows:


Go Back
Print
Email
Save
File By:
GDC
ARINC
ATC
Finish
CTOREQ 516F0B648C1375.84850883
RECALL 009135
FOR ADDITIONAL FLIGHT PLANS INFORMATION OR QUESTIONS CONTACT SKYPLAN
1-800-661-9189 // 1-403-275-2511 // OPS@SKYPLAN.COM
FLIGHT : XXS0001 APR/18/2013 FMT: XXS-01
ITINERARY : CYYC ETD 0100Z CYYZ ETA 0236Z
ACTUAL : ETD 0100Z ETA 0426Z
AIRCRAFT : XL545X BD700-1A10 UNITS-LBS
ID : L545
CRUISE : LRC
MEL-CDL / ACFT NOTES NIR
CAPTAIN : FIRST OFFICER :
ACM : DISPATCHER : SITA INTERFACE
FLIGHT PLAN REMARKS:
FUEL SUMMARY:
WEIGHTS:
FUEL TIME DIST PLAN ACT STRUCT LIMIT PERF LIMIT
POA CYYZ 008112 03.03 1461 OEW 050600
ALT CYTZ 001000 00.03 0010 PYLD 000000
HOLD 001203 00.30 EZFW 050600 056000
RESERVE 000739 00.17 FOB 011195 043350
ADDITIONAL 000000 00.00 TXWT 061795 095250
REQUIRED 011054 03.53 TOW 061712 095000 086712
EXTRA 000058 00.01 LGW 053600 078600 078600
TAXI 000083 00.05
TOTAL 011195 03.59
CLIMB 001639 00:16 0105
DESCENT 000416 00:19 0126

- Click the “ATC” button.

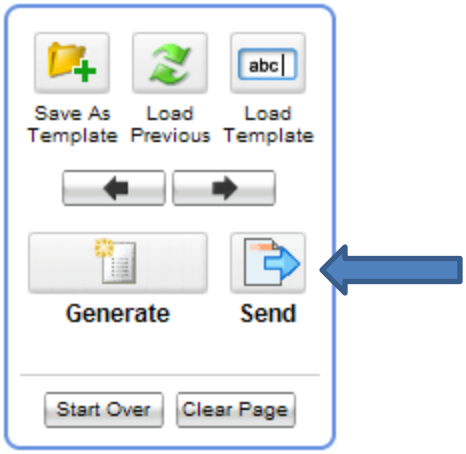


- Click the “OK” button to file the Flightplan with ATC.

Filing Method 2

Once the Flight Plan has been run, you can file it at a later time as follows:

- Click the “Send” button.

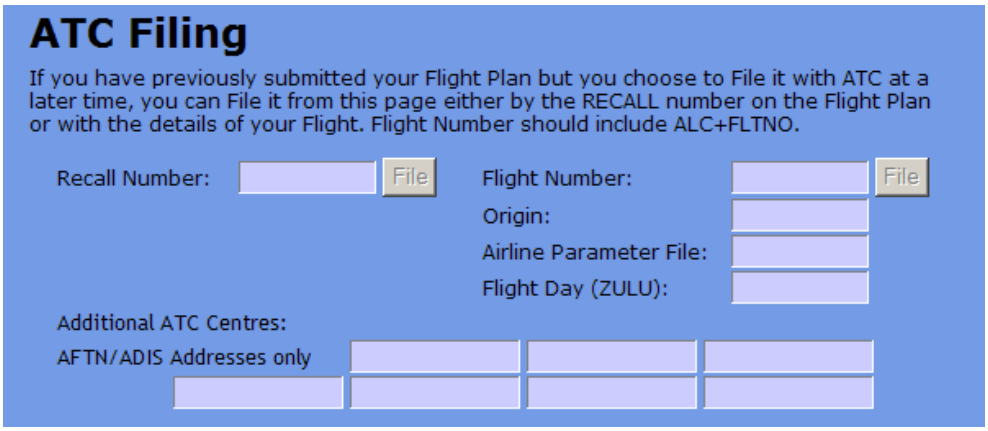


- Fill in the “Recall Number” and click the “File” button.

  Or

  Fill in the “Flight Number”, “Origin”, “Airline Parameter File”, “Flight Day” and click the “File” button.

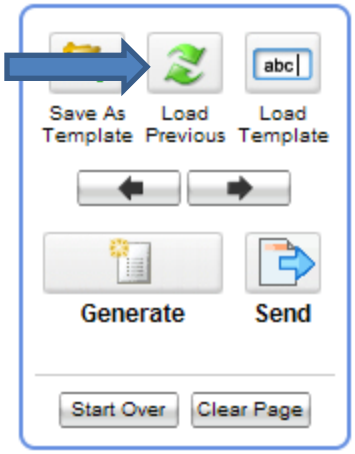
  Note: You can also provide additional ATC (AFTN) addresses as required.


ATC Filing
If you have previously submitted your Flight Plan but you choose to File it with ATC at a later time, you can File it from this page either by the RECALL number on the Flight Plan or with the details of your Flight. Flight Number should include ALC+FLTNO.
Recall Number:
File
Flight Number:
File
Origin:
Airline Parameter File:
Flight Day (ZULU):
Additional ATC Centres:
AFTN/ADIS Addresses only

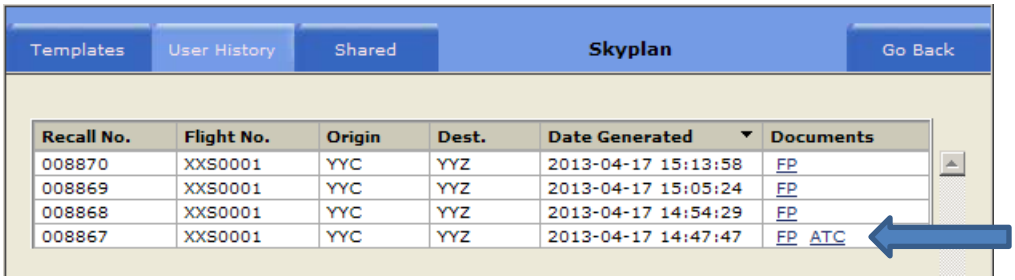
ATC Filing Message

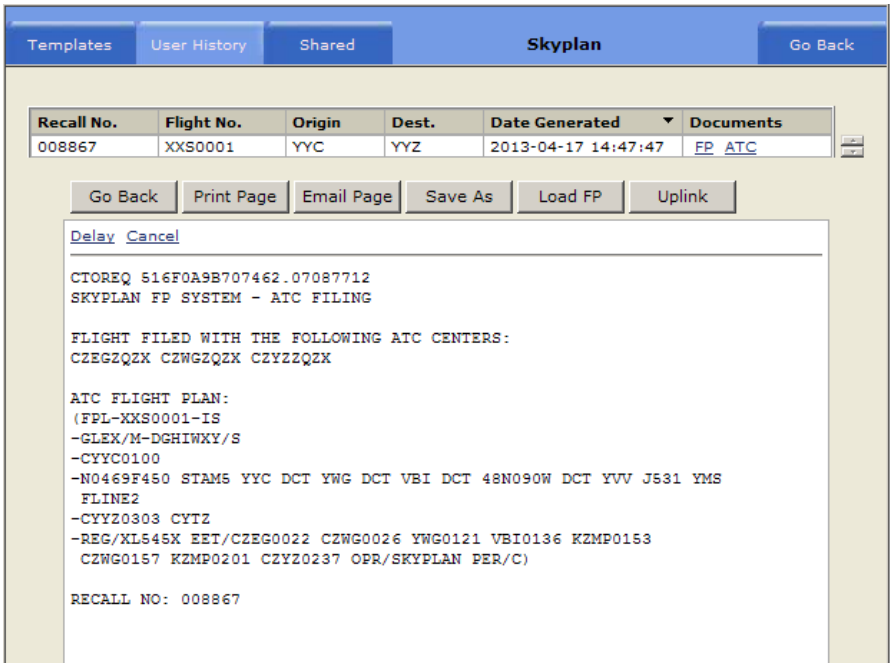
Once the Flight Plan has been filed, it can be displayed as follows:

- Click the “Load Previous” icon



- Click the “ATC” link on the desired flightplan (row).

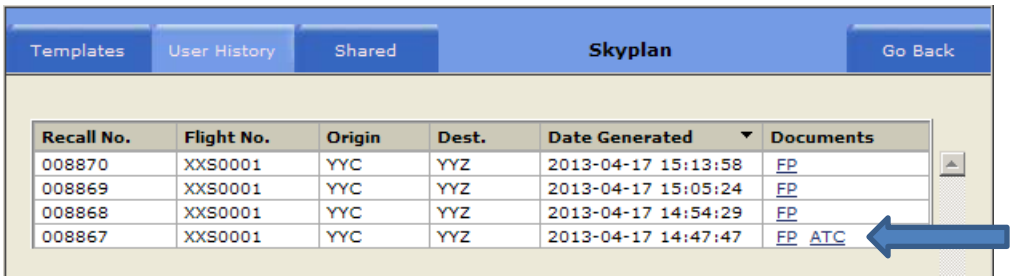

Templates
User History
Shared
Skyplan
Go Back
Recall No. | Flight No. | Origin | Dest. | Date Generated | Documents
008870 | XXS0001 | YYC | YYZ | 2013-04-17 15:13:58 | FP
008869 | XXS0001 | YYC | YYZ | 2013-04-17 15:05:24 | FP
008868 | XXS0001 | YYC | YYZ | 2013-04-17 14:54:29 | FP
008867 | XXS0001 | YYC | YYZ | 2013-04-17 14:47:47 | FP ATC



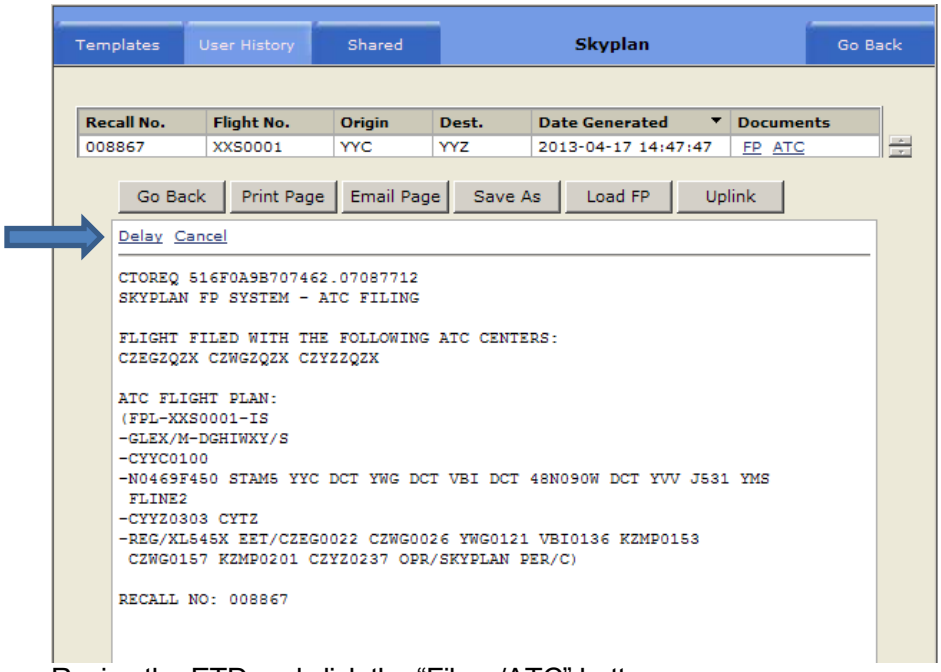
ATC Filing – Delay

Once the Flight Plan has been filed with ATC, it can be delayed as follows:

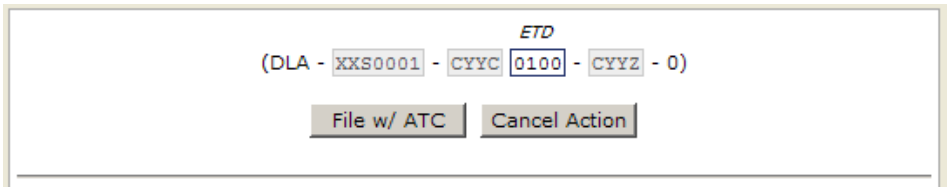
- Click the “ATC” link on the desired flightplan (row).


Templates
User History
Shared
Skyplan
Go Back
Recall No. | Flight No. | Origin | Dest. | Date Generated | Documents
008870 | XXS0001 | YYC | YYZ | 2013-04-17 15:13:58 | FP
008869 | XXS0001 | YYC | YYZ | 2013-04-17 15:05:24 | FP
008868 | XXS0001 | YYC | YYZ | 2013-04-17 14:54:29 | FP
008867 | XXS0001 | YYC | YYZ | 2013-04-17 14:47:47 | FP ATC

- Click the “Delay” link.



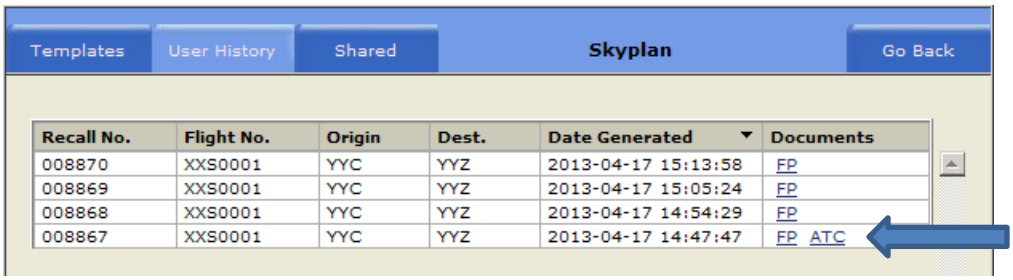
- Revise the ETD and click the “File w/ATC” button.



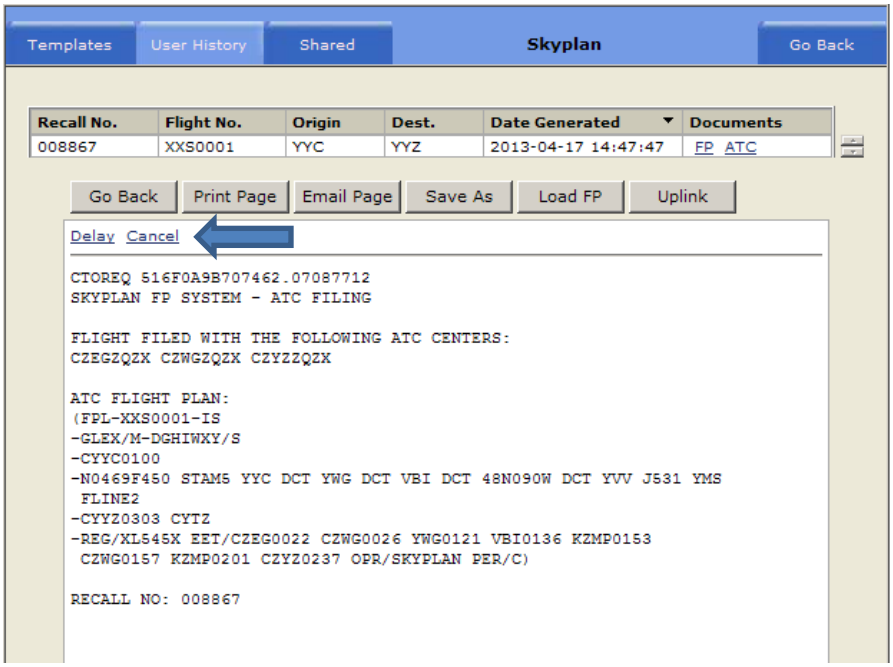
ATC Filing – Cancel

Once the Flight Plan has been filed with ATC, it can be cancelled as follows:

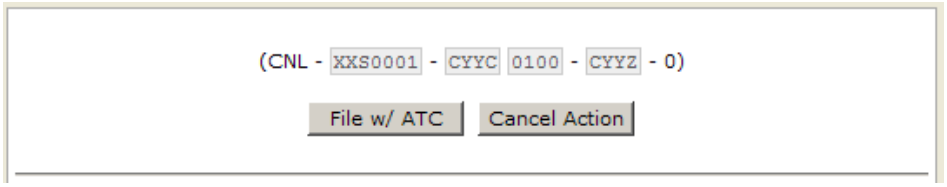
- Click the “ATC” link on the desired flightplan (row).


Templates
User History
Shared
Skyplan
Go Back
Recall No. | Flight No. | Origin | Dest. | Date Generated | Documents
008870 | XXS0001 | YYC | YYZ | 2013-04-17 15:13:58 | FP
008869 | XXS0001 | YYC | YYZ | 2013-04-17 15:05:24 | FP
008868 | XXS0001 | YYC | YYZ | 2013-04-17 14:54:29 | FP
008867 | XXS0001 | YYC | YYZ | 2013-04-17 14:47:47 | FP ATC

- Click the “Cancel” link.



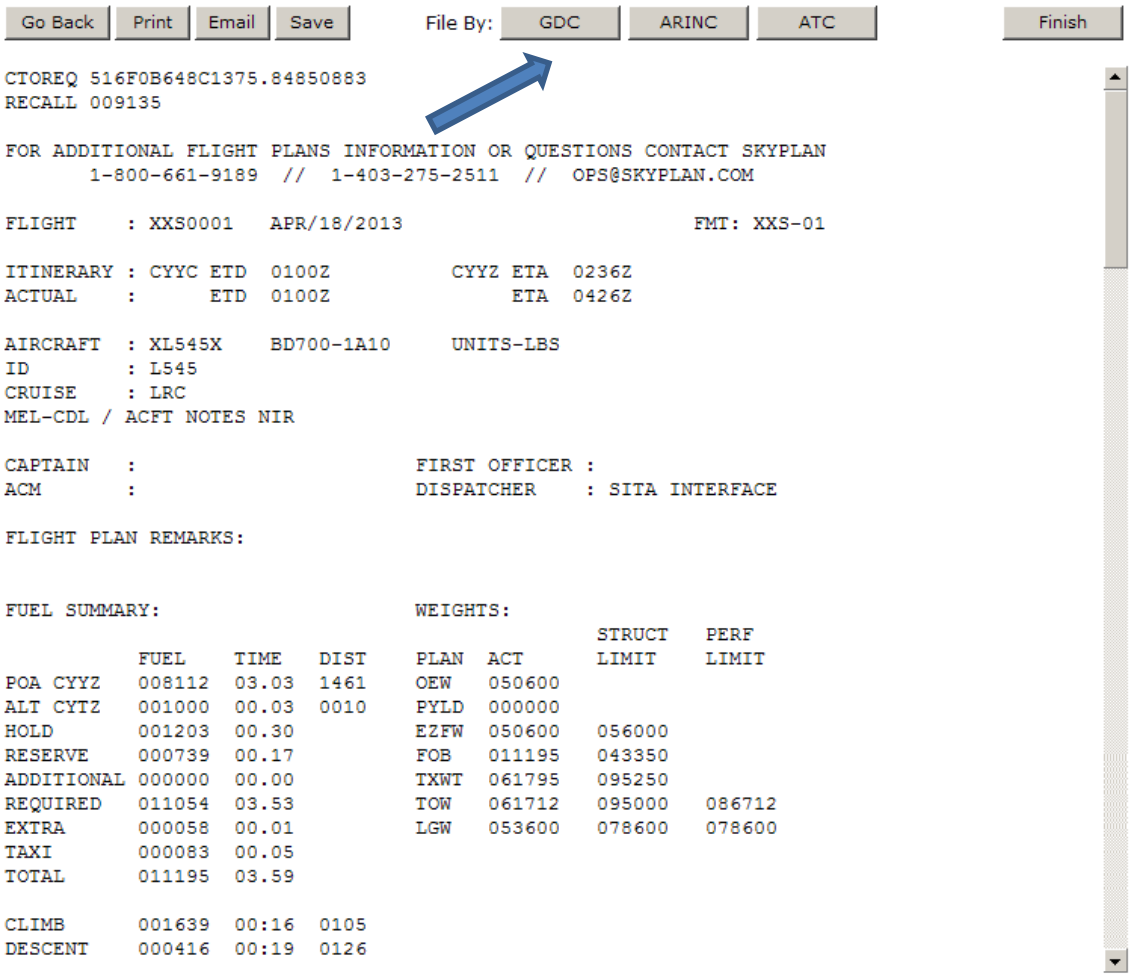
- Click the “File w/ATC” button.



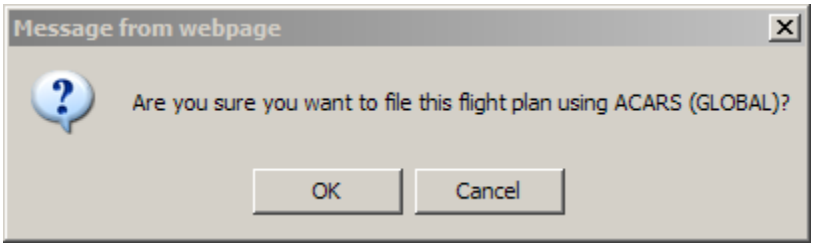
Flight Plan – AFIS Delivery

Upload Method 1 (GDC / ARINC)

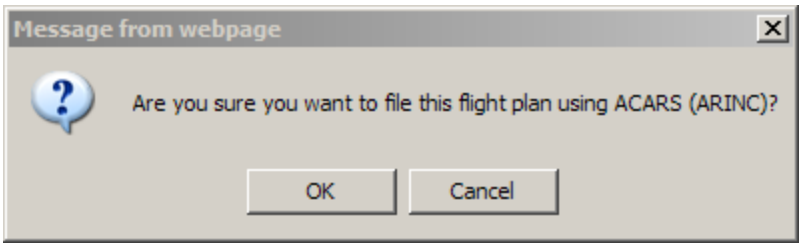
Once the Flight Plan has been run and returned to you, you can upload an AFIS plan as follows:


Go Back
Print
Email
Save
File By:
GDC
ARINC
ATC
Finish
CTOREQ 516F0B648C1375.84850883
RECALL 009135
FOR ADDITIONAL FLIGHT PLANS INFORMATION OR QUESTIONS CONTACT SKYPLAN
1-800-661-9189 // 1-403-275-2511 // OPS@SKYPLAN.COM
FLIGHT : XXS0001 APR/18/2013 FMT: XXS-01
ITINERARY : CYYC ETD 0100Z CYYZ ETA 0236Z
ACTUAL : ETD 0100Z ETA 0426Z
AIRCRAFT : XL545X BD700-1A10 UNITS-LBS
ID : L545
CRUISE : LRC
MEL-CDL / ACFT NOTES NIR
CAPTAIN : FIRST OFFICER :
ACM : DISPATCHER : SITA INTERFACE
FLIGHT PLAN REMARKS:
FUEL SUMMARY:
WEIGHTS:
FUEL TIME DIST PLAN ACT STRUCT LIMIT PERF LIMIT
POA CYYZ 008112 03.03 1461 OEW 050600
ALT CYTZ 001000 00.03 0010 PYLD 000000
HOLD 001203 00.30 EZFW 050600 056000
RESERVE 000739 00.17 FOB 011195 043350
ADDITIONAL 000000 00.00 TXWT 061795 095250
REQUIRED 011054 03.53 TOW 061712 095000 086712
EXTRA 000058 00.01 LGW 053600 078600 078600
TAXI 000083 00.05
TOTAL 011195 03.59
CLIMB 001639 00:16 0105
DESCENT 000416 00:19 0126

- Click the “GDC” or “ARINC” button.



Or

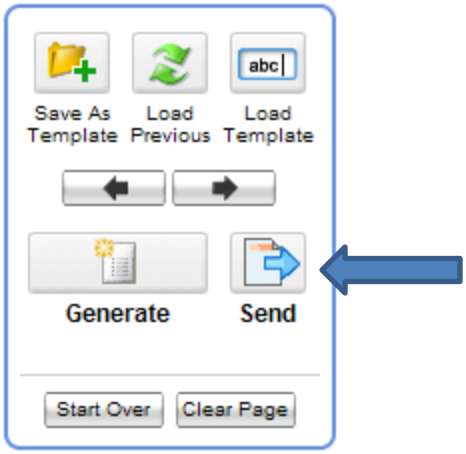


- Click the “OK” button to upload the Flightplan.

Upload Method 2 (GDC / ARINC)

Once the Flight Plan has been run, you can file it at a later time as follows:

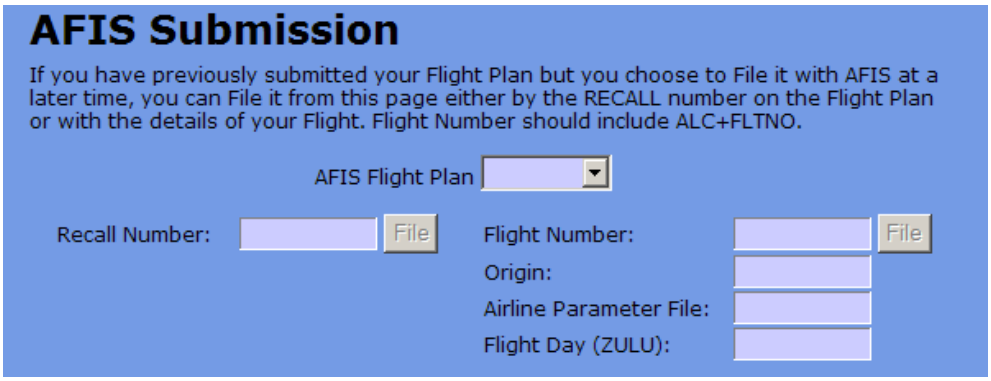
- Click the “Send” button.



- Select the “AFIS Flight Plan” provider (GDC, ARINC).
- Fill in the “Recall Number” and click the “File” button.

  Or

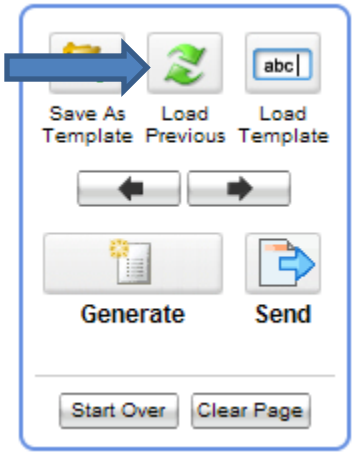
  Fill in the “Flight Number”, “Origin”, “Airline Parameter File”, “Flight Day” and click the “File” button.


AFIS Submission
If you have previously submitted your Flight Plan but you choose to File it with AFIS at a later time, you can File it from this page either by the RECALL number on the Flight Plan or with the details of your Flight. Flight Number should include ALC+FLTNO.
AFIS Flight Plan
Recall Number:
File
Flight Number:
File
Origin:
Airline Parameter File:
Flight Day (ZULU):

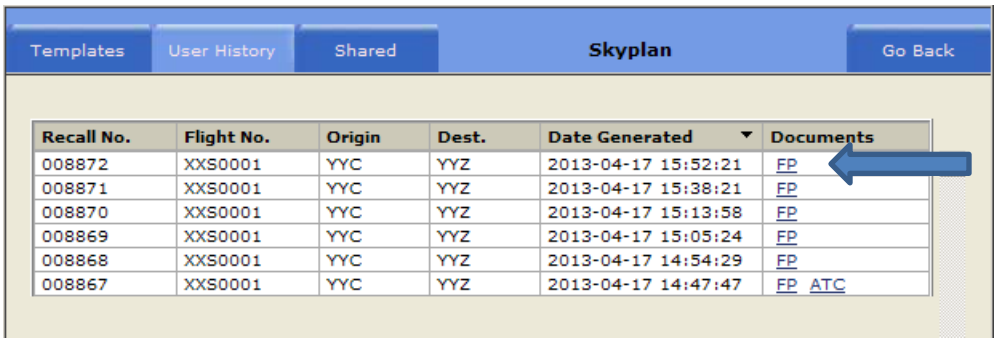
Upload Method 3 (Satcom Direct)

Once the Flight Plan has been run and returned to you, you can upload an AFIS plan via “Satcom Direct” as follows:

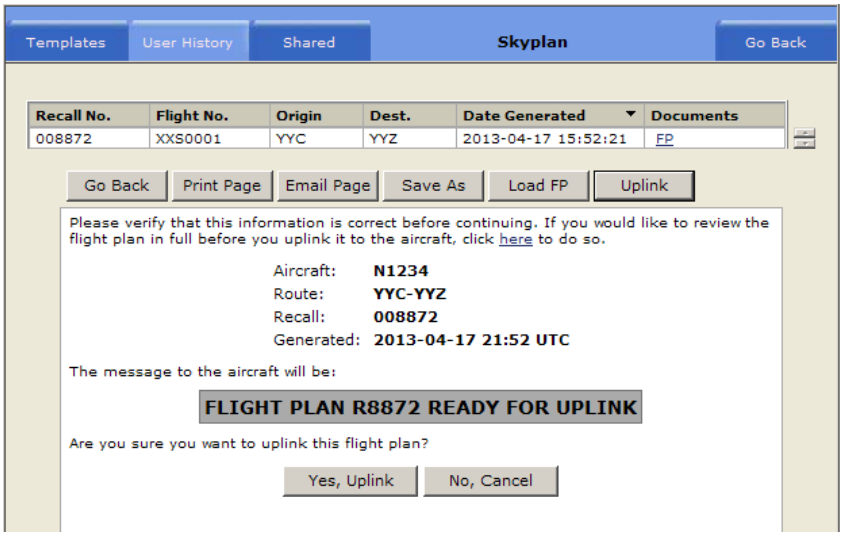
- Click the “Load Previous” icon



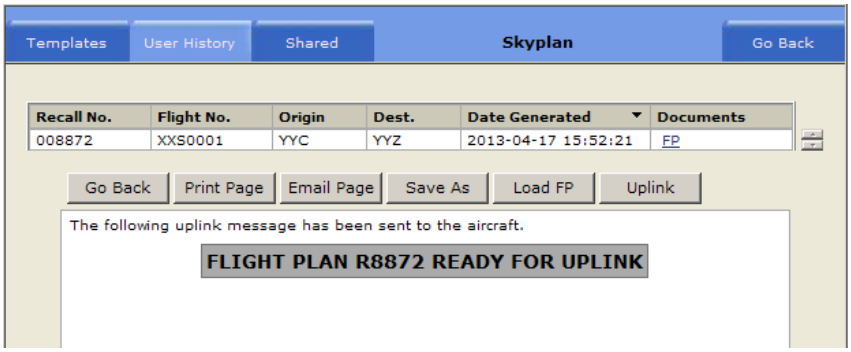
- Click the “FP” link on the desired flightplan (row).


Templates
User History
Shared
Skyplan
Go Back
Recall No. | Flight No. | Origin | Dest. | Date Generated | Documents
008872 | XXS0001 | YYC | YYZ | 2013-04-17 15:52:21 | FP
008871 | XXS0001 | YYC | YYZ | 2013-04-17 15:38:21 | FP
008870 | XXS0001 | YYC | YYZ | 2013-04-17 15:13:58 | FP
008869 | XXS0001 | YYC | YYZ | 2013-04-17 15:05:24 | FP
008868 | XXS0001 | YYC | YYZ | 2013-04-17 14:54:29 | FP
008867 | XXS0001 | YYC | YYZ | 2013-04-17 14:47:47 | FP ATC

- Click the “Uplink” button.

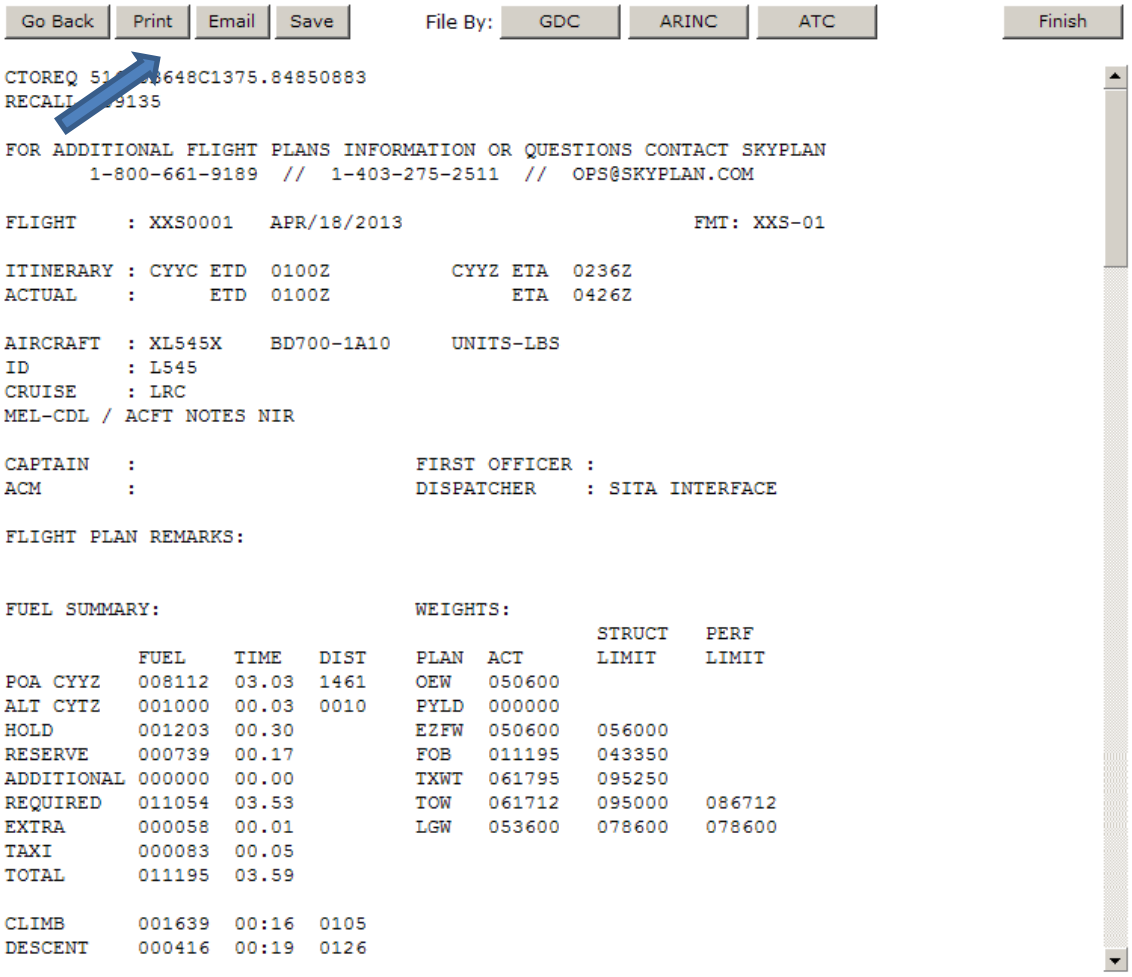

Templates
User History
Shared
Skyplan
Go Back
Recall No. | Flight No. | Origin | Dest. | Date Generated | Documents
008872 | XXS0001 | YYC | YYZ | 2013-04-17 15:52:21 | FP
Go Back
Print Page
Email Page
Save As
Load FP
Uplink
Please verify that this information is correct before continuing. If you would like to review the flight plan in full before you uplink it to the aircraft, click here to do so.
Aircraft: N1234
Route: YYC-YYZ
Recall: 008872
Generated: 2013-04-17 21:52 UTC
The message to the aircraft will be:
FLIGHT PLAN R8872 READY FOR UPLINK
Are you sure you want to uplink this flight plan?
Yes, Uplink
No, Cancel

- Click the “Yes, Uplink” button to upload the flightplan via “Satcom Direct”.

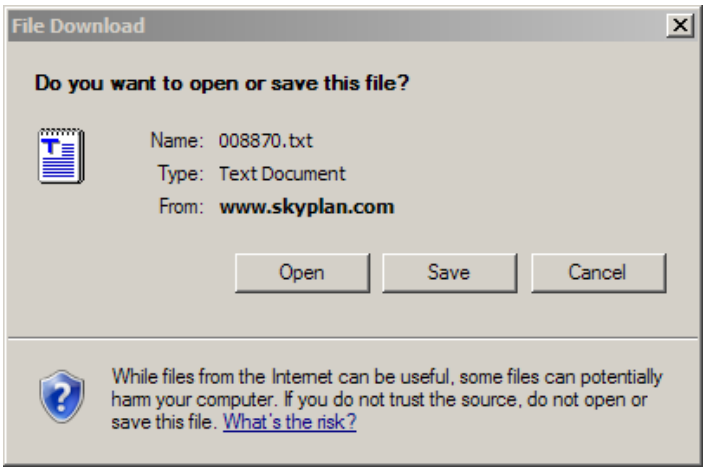


Flight Plan – FORWARDING TO RECIPIENTS

Once the Flight Plan has been generated, it will be returned to the user:



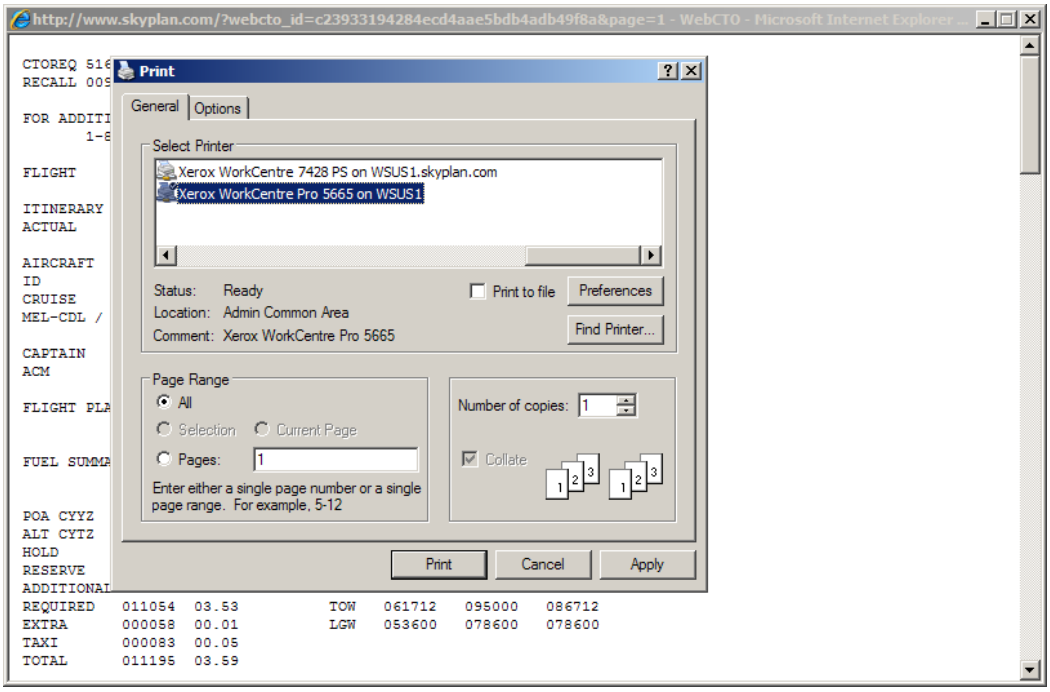
- Click the “Save” button to save the Flight Plan to Disk


File Download
Do you want to open or save this file?
Name: 008870.txt
Type: Text Document
From: www.skyplan.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

- Forward the Flight Plan via E-Mail

Explorer User Prompt
Script Prompt:
Enter the email address(es) to which you would like to send this flight plan.
Separate multiple addresses with a semicolon. (me@test.com; you@test.com)
OK
Cancel

- Print the Flight Plan

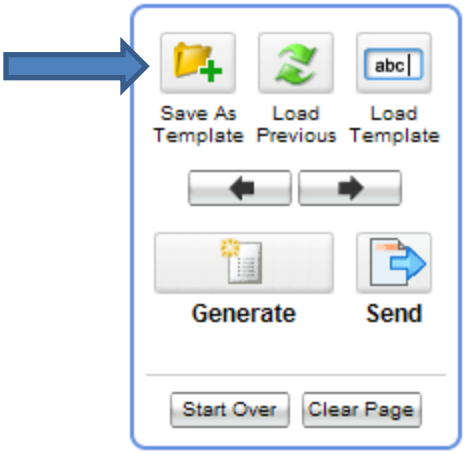


Flight Plan - Templates

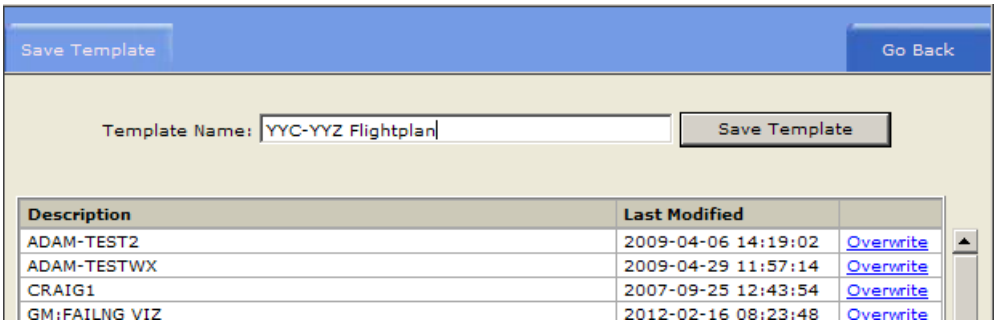
The “WebCTO” Flightplan application allows you to save a flightplan request as a template for later use.

Saving a Template

- Fill in all the Flightplan fields that you wish to save in a template.
- Then click the “Save As Template” icon



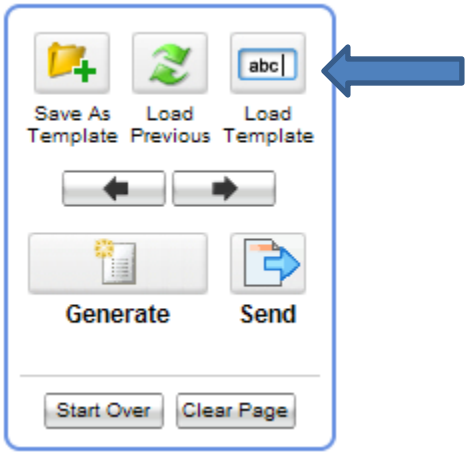
- Then click the “Save As Template” icon



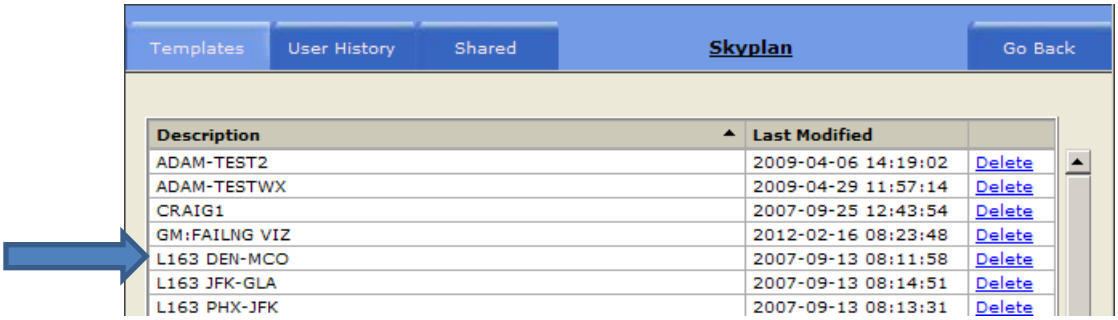
- Type in the “Template Name” then click the “Save Template” button. You can also overwrite an existing Template.

Using a Template

- Click the “Load Template” icon

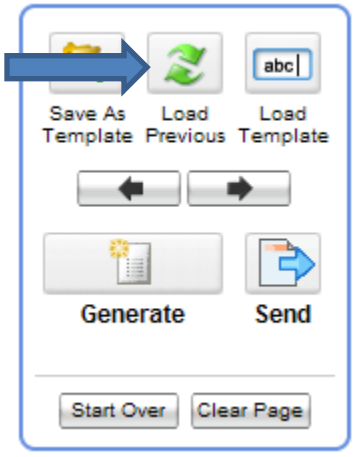


- Click the desired template (row). The Flightplan fields will be loaded from the template.

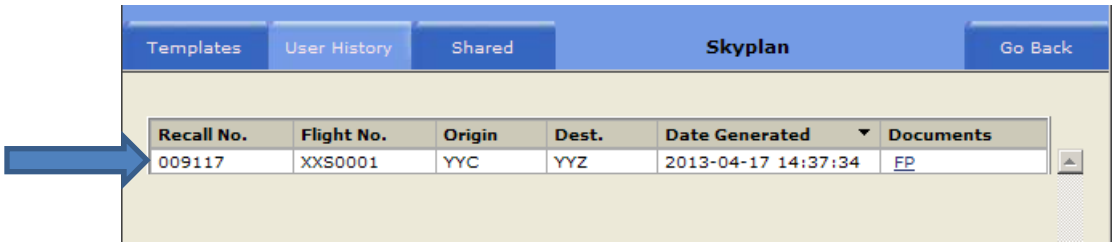


Rerunning a Previous Flightplan

- Click the “Load Previous” icon



- Click the desired flightplan (row). The Flightplan fields will be recalled.



7. Tabular Weather

Overview

This section describes the various methods to request Weather/NOTAM information from Skyplan's Weather Query system:

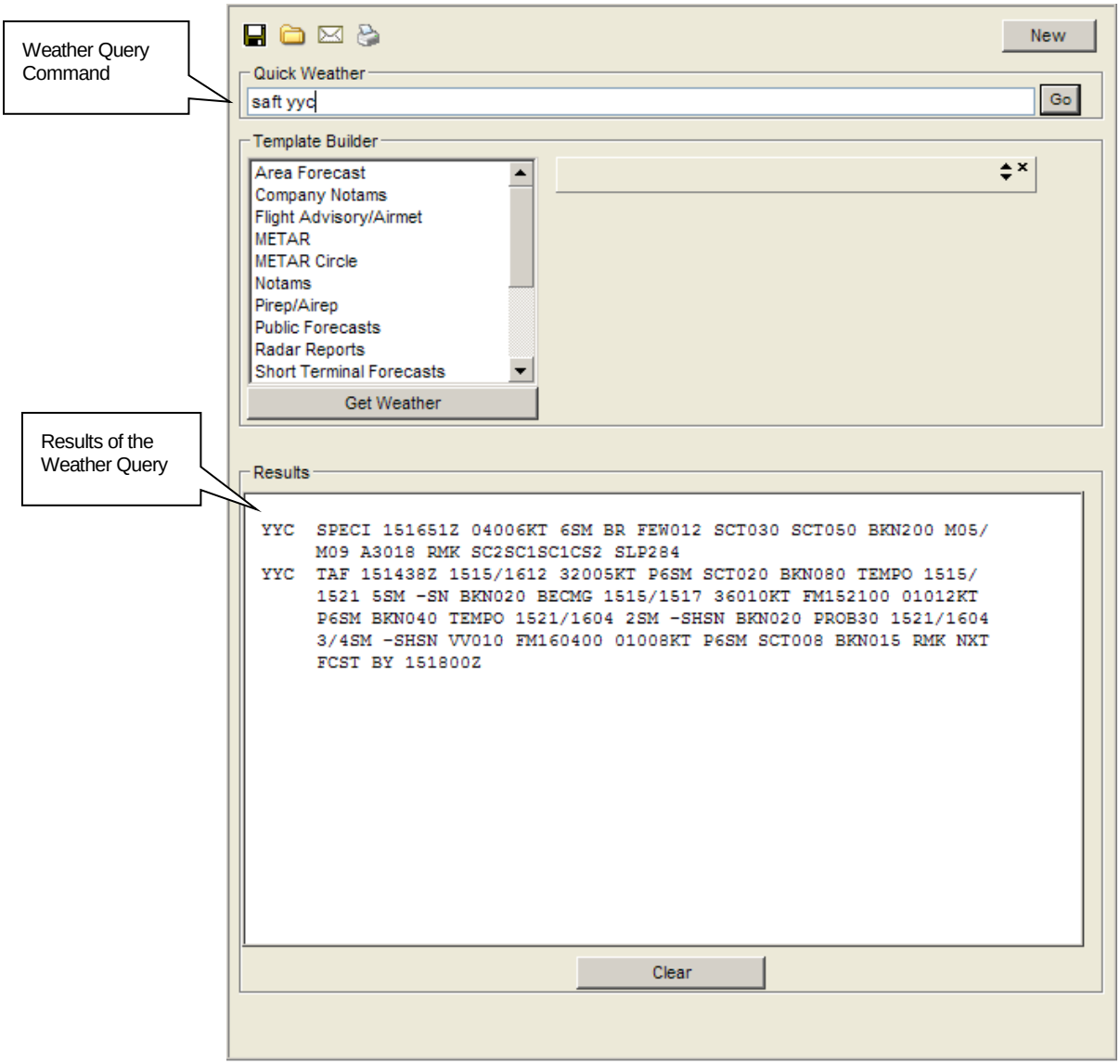
- ADHOC Weather using "Quick Weather" queries
- Centrally stored Weather Macros
- Pre-stored Weather Templates (WebCTO only)

Please refer to the "CTO Weather Query – User Manual" document for information on all the available Weather Query commands.

Click on the "Weather" icon (from the Client Area) to request textual Weather/NOTAM information.

Weather - ADHOC REQUEST

The following describes how to retrieve ADHOC Weather/NOTAM information:



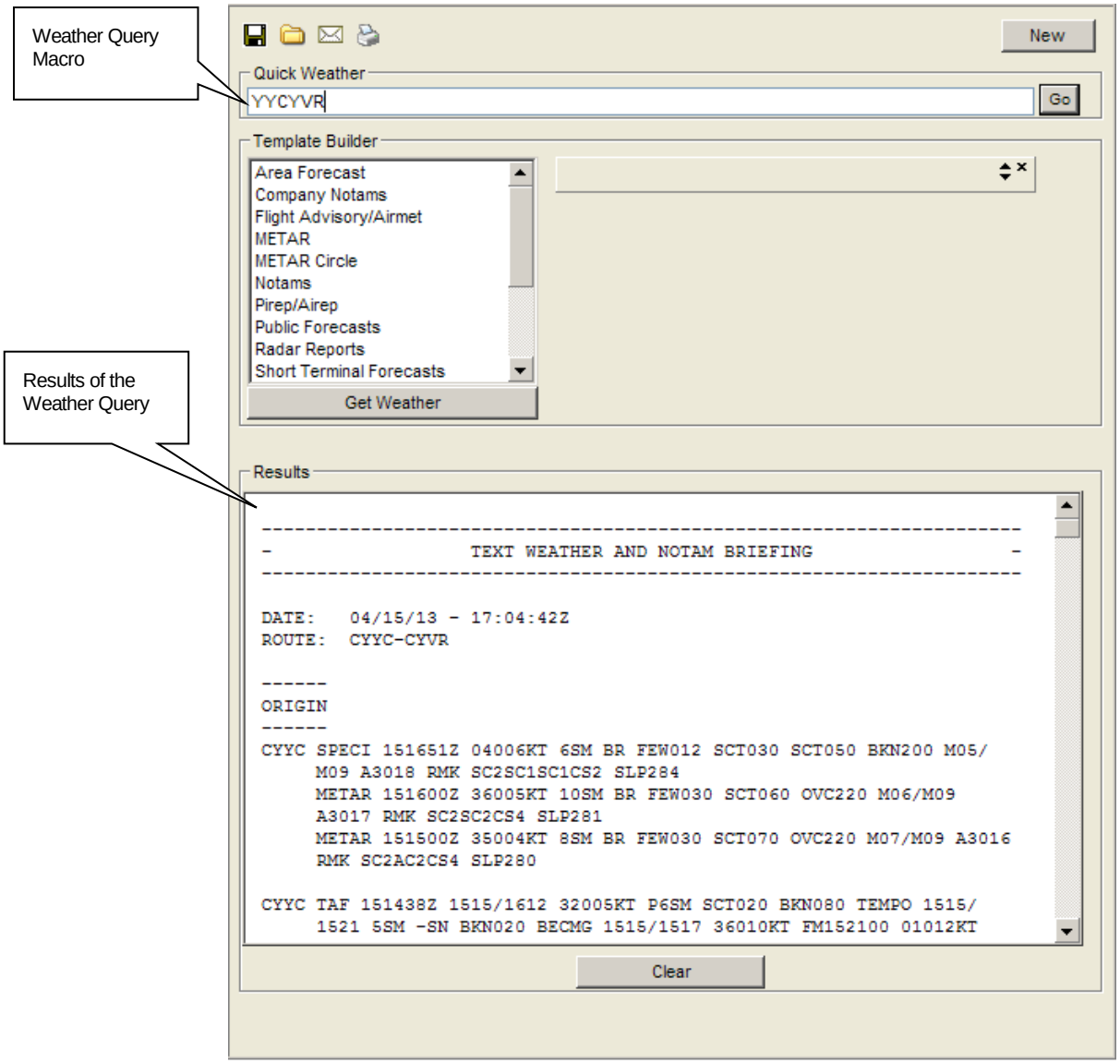
Quick Weather

Type in a valid Weather Query command in the “Quick Weather” field and click the “Go” button (or hit the “Enter” key). The requested weather information is displayed in the “Results” window.

Click the “Clear” button to flush (reset) the “Results” window.

Weather - MACRO REQUEST

The following describes how to retrieve Weather/NOTAM information using a centrally stored weather macro. These macros can also be retrieved using access via SITA/ARINC/E-MAIL:



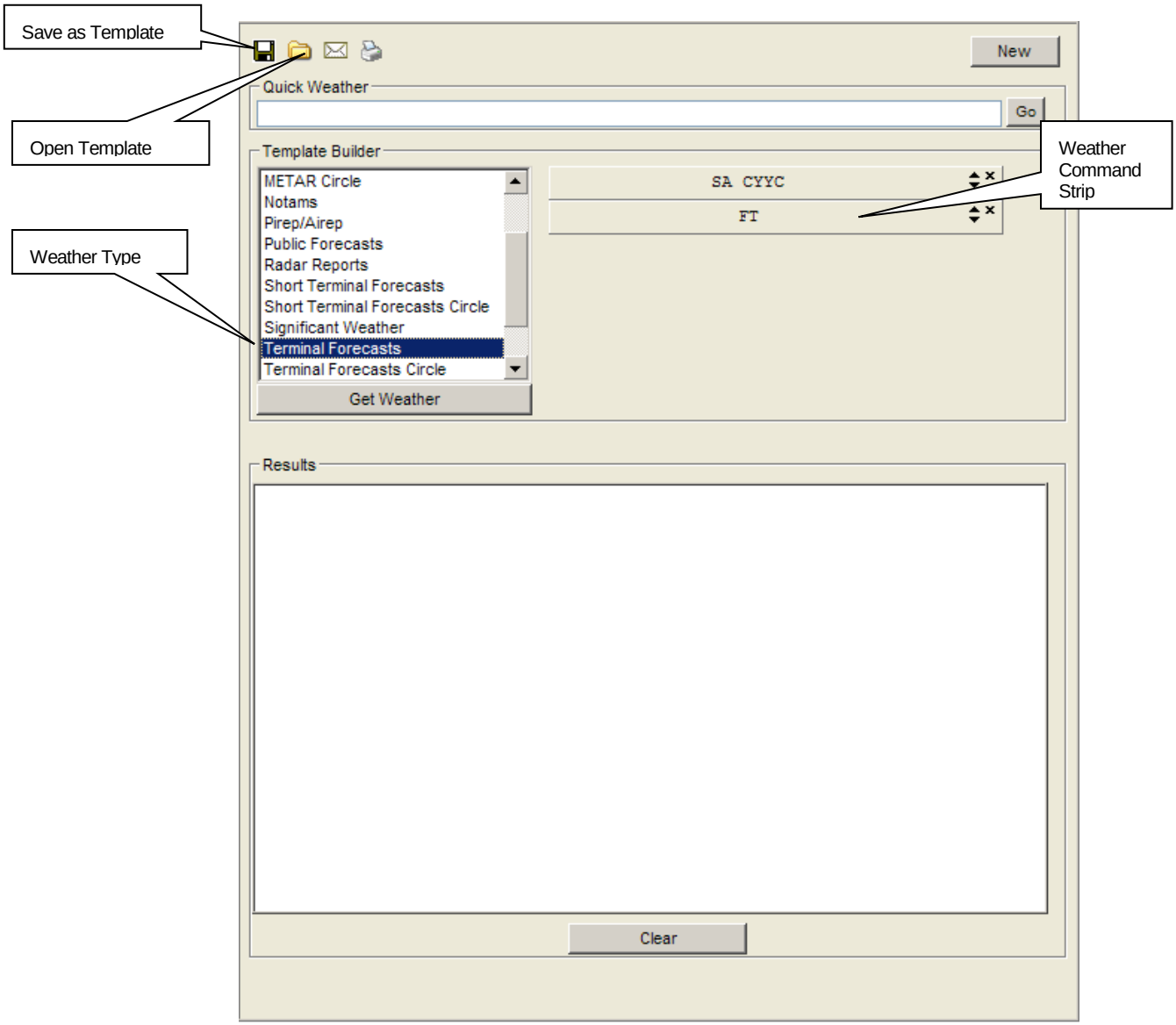
Quick Weather

Type in a valid Weather Macro name in the “Quick Weather” field and click the “Go” button (or hit the “Enter” key). The requested weather information is displayed in the “Results” window.

Click the “Clear” button to flush (reset) the “Results” window.

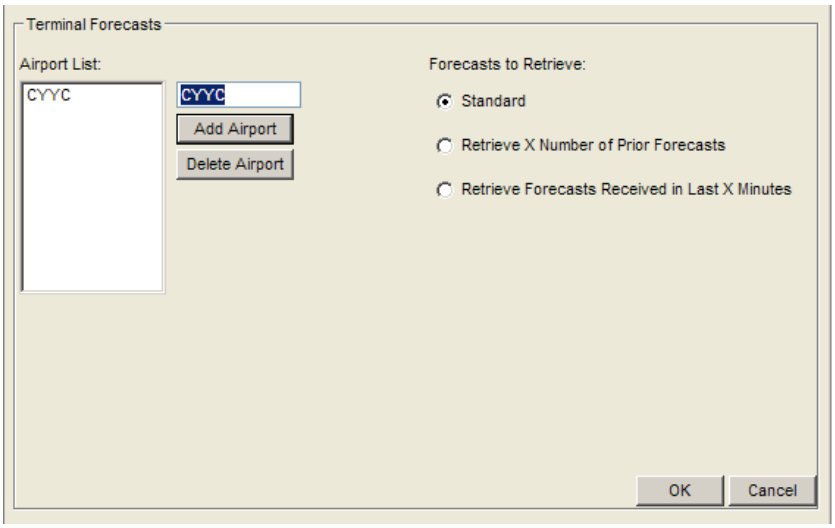
Weather - TEMPLATE REQUEST

The following describes how to build, store, and retrieve Weather/NOTAM information using WebCTO weather templates:

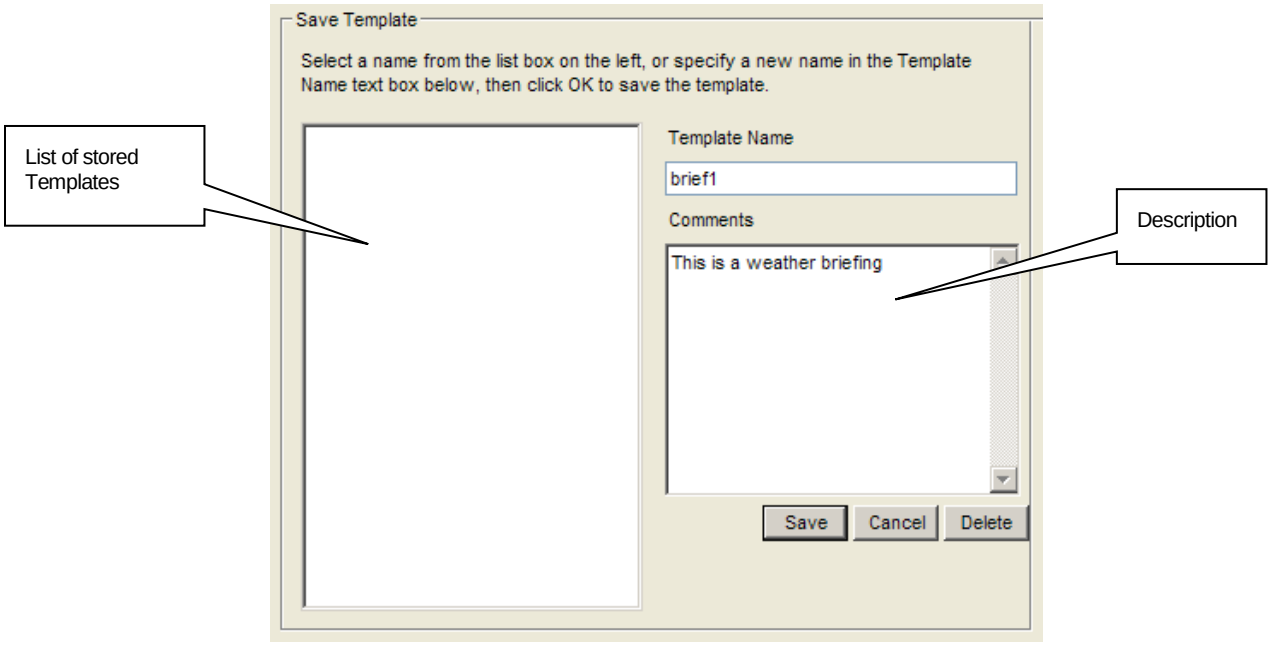


Create a Template

- Double Click the Weather Type from the list in the "Template Builder" window.
- This will place a Command Strip in the right-hand box. For example if you were to select "Terminal Forecast", a "FT" command strip is displayed.
- Click on the new Command Strip. This will display the appropriate Window to input the parameters to the command:

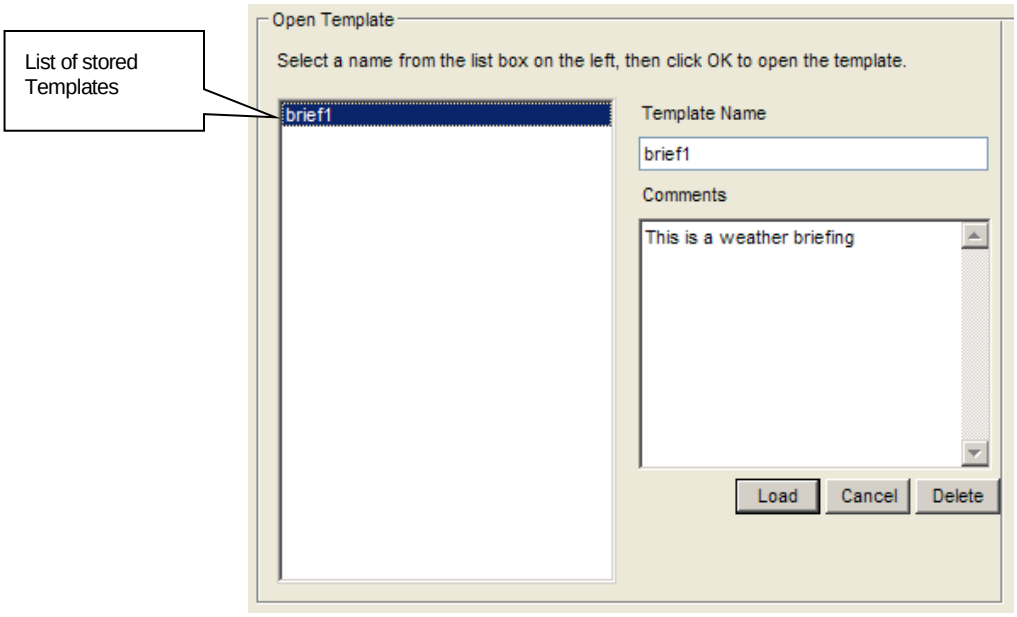


- Fill in the appropriate boxes and click “OK”.
- This will update the Command Strip with the information you just provided.
- Repeat until you have finished creating your Weather Request template.
- Click the “Get Weather” button to generate the Weather briefing. The requested weather information is displayed in the “Results” window.
- If you wish to re-used the template you just created, click the “Save “button:


List of stored Templates
Save Template
Select a name from the list box on the left, or specify a new name in the Template Name text box below, then click OK to save the template.
Template Name
brief1
Comments
This is a weather briefing
Description
Save
Cancel
Delete

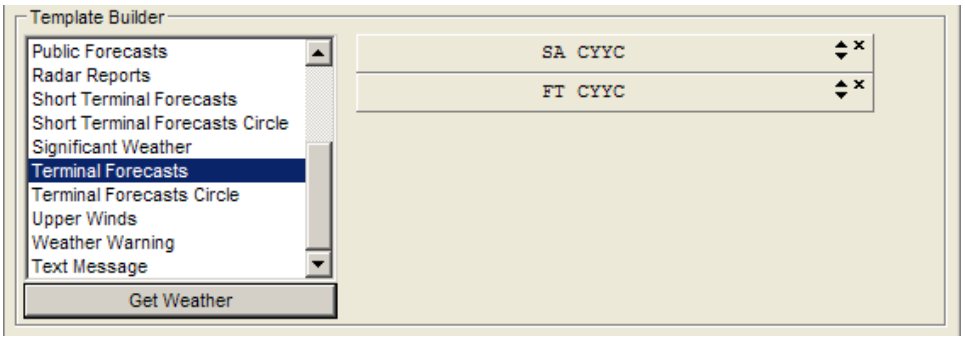
Retrieve / Run a Template

- Click the “Open Templates” Toolbar icon:

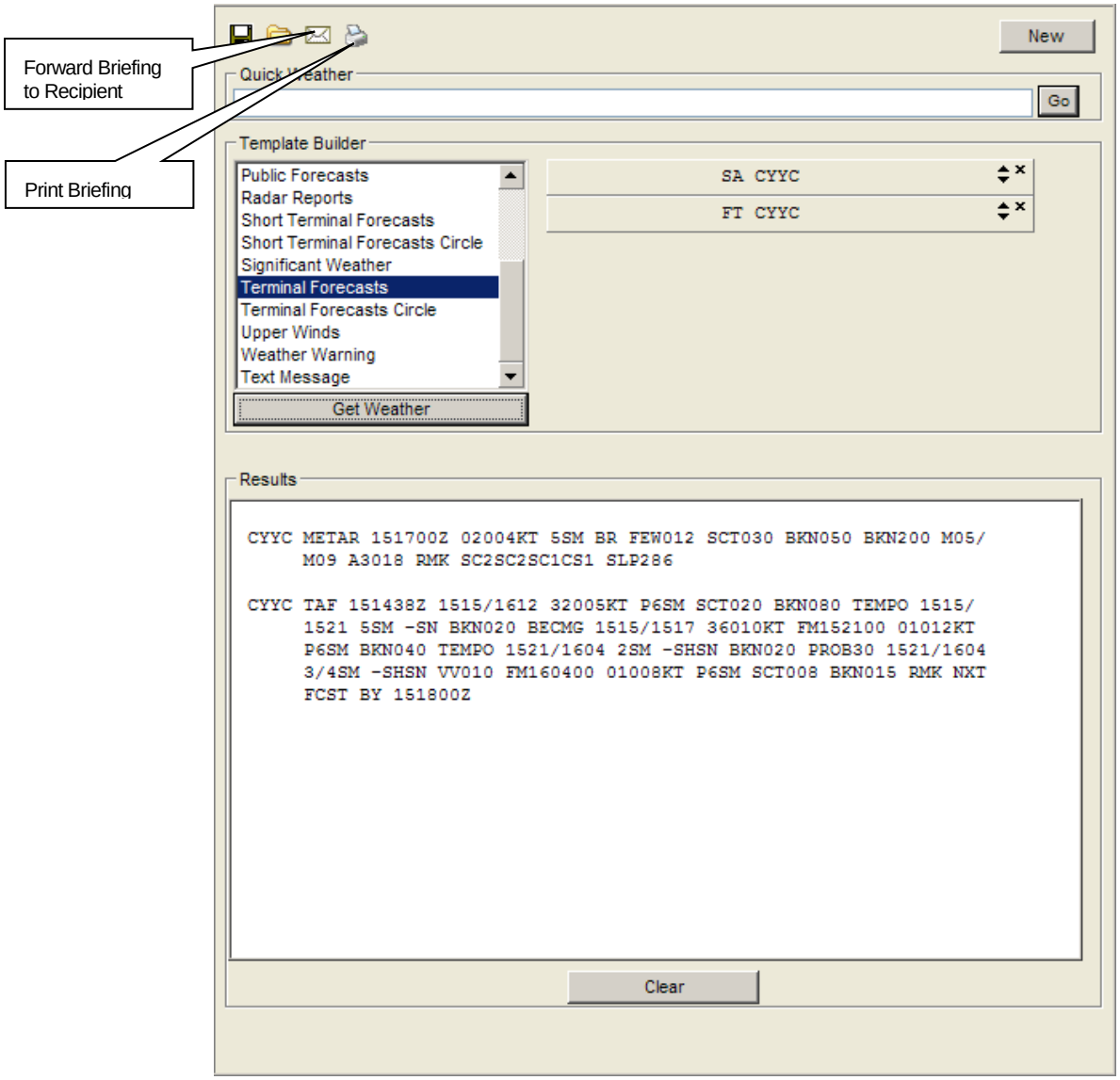


- Double-click the Template name to display the “Comments” associated with the Template (if required).

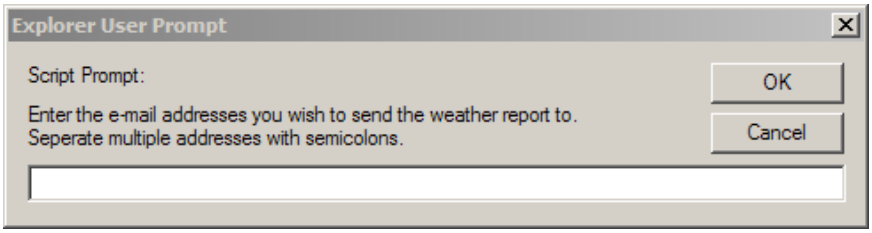
- Select the desired Template and click the “Load” button. The contents of the Template will be displayed in the right-hand side of the Template Builder window..



- Click the “Get Weather” button to generate the Weather briefing. The requested weather information is displayed in the “Results” window”:



- Click on the “E-Mail Weather Results” Toolbar icon to Send the Weather Briefing via E-Mail. You will be prompted for e-mail addresses:


Explorer User Prompt
Script Prompt:
Enter the e-mail addresses you wish to send the weather report to.
Seperate multiple addresses with semicolons.
OK
Cancel

- Click on the “Print Weather Results” Toolbar icon to Print the Weather Briefing.

8. Graphical Weather

Overview

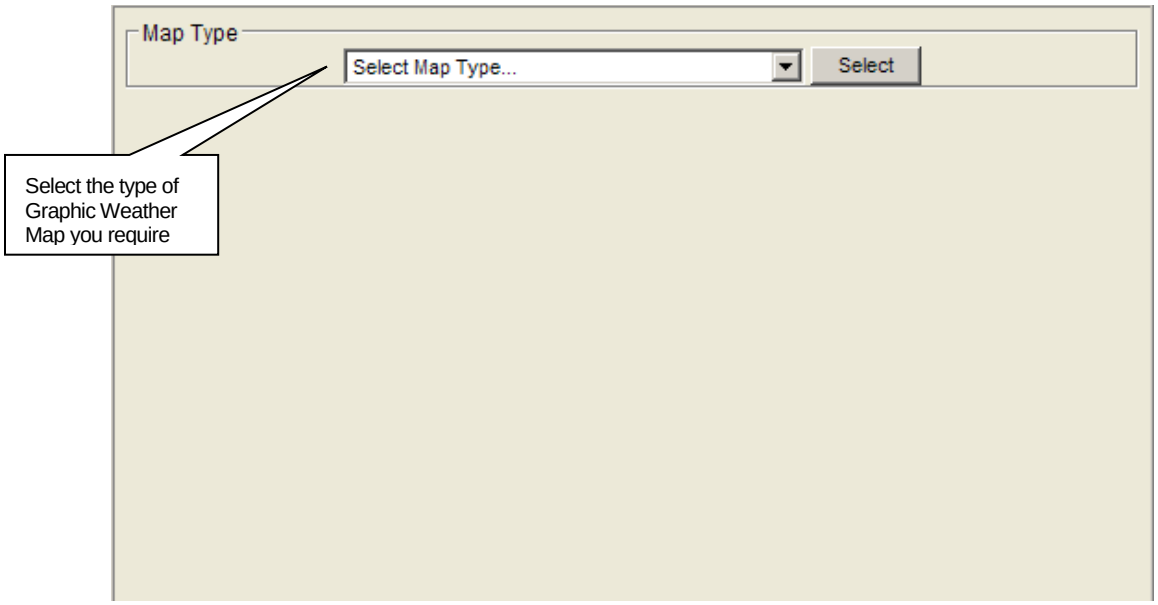
WebCTO has over 250 worldwide Graphic Weather products available for download:

- Wind Chart
- Radar Summary
- Canadian Area Forecast
- Turbulence and Freezing Levels
- Significant Weather
- Satellite Images

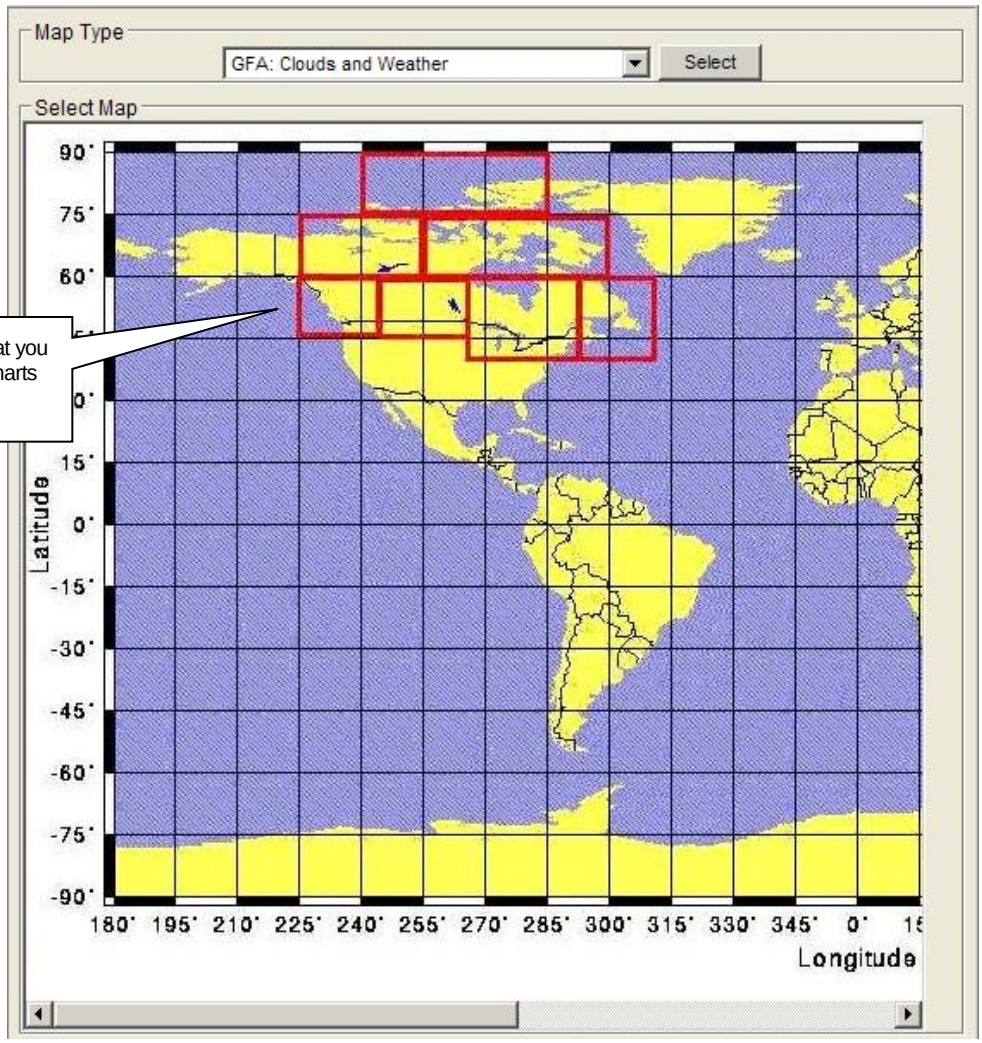
Retrieve a Map

The following describes the procedure to request a Graphical Weather chart from WebCTO:

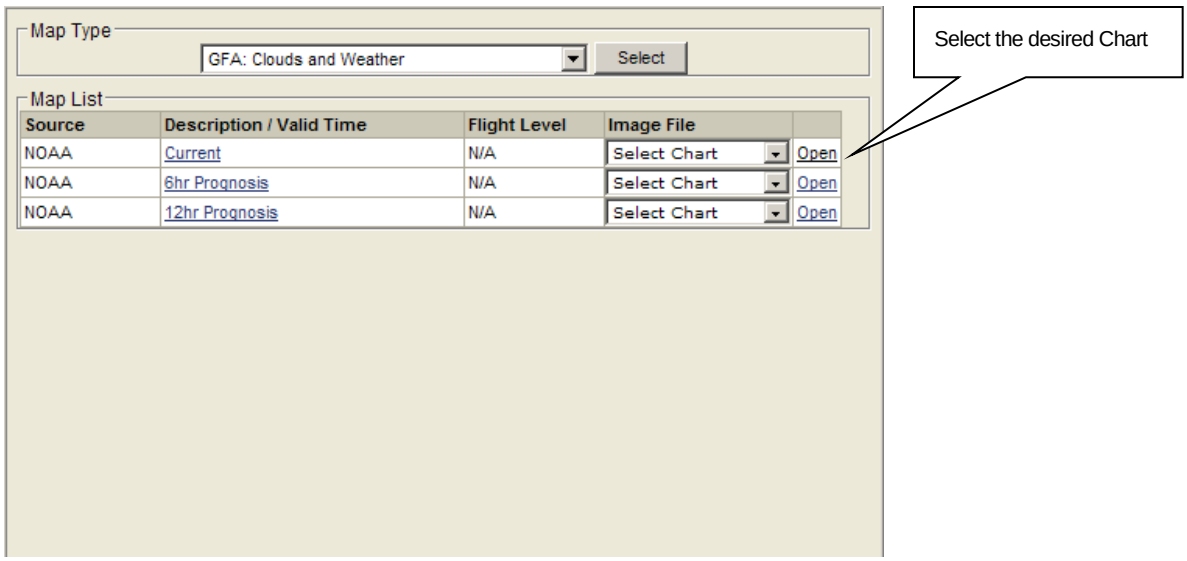
- Click on the “Weather Maps” icon (from the Client Area). You will be presented with the “Select Map” form:



- Select the Map Type.



- Click on the region of the world you wish to retrieve the Map for.



- Select the desired chart and click the “Open” link (the default is the latest map). The map will be displayed in another window.

  Note: You may require a 3rd party application to display the chart.